

# BOARD OF SUPERVISORS

## Brown County



305 E. WALNUT STREET  
E-Mail: BC\_County\_Board@co.brown.wi.us  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

### **"PUBLIC NOTICE OF MEETING"**

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that  
the following meetings will be held**

**THE WEEK OF  
July 18 – 22, 2016**

#### **MONDAY, JULY 18, 2016**

- |           |                     |   |
|-----------|---------------------|---|
| *10:30 am | Harbor Commission   | Port & Resource Recovery<br>2561 S. Broadway Street |
| *2:30 pm  | Solid Waste Board   | Port & Resource Recovery<br>2561 S. Broadway Street |
| *3:30 pm  | Housing Authority   | Room 604, City Hall<br>100 N. Jefferson Street      |
| *4:30 pm  | Board of Adjustment | Room 391, Northern Building<br>305 E. Walnut Street |

#### **TUESDAY, JULY 19, 2016**

- |          |                                    |   |
|----------|------------------------------------|---|
| *4:30 pm | Veterans' Recognition Subcommittee | Room 201, Northern Building<br>305 E. Walnut Street                         |
| *5:00 pm | Board of Health                    | 2 <sup>nd</sup> Floor Conference Rm, Health Dept.<br>610 S. Broadway Street |

#### **WEDNESDAY, JULY 20, 2016**

- |           |  |  |
|-----------|--|--|
| *5:00 pm  | Public Safety Committee                    | Room 200, Northern Building<br>305 E. Walnut Street        |
| *6:30 pm  | Administration Committee – Special Meeting | Room 207, City Hall<br>100 N. Jefferson Street             |
| * 7:00 pm | Brown County Board of Supervisors          | Legislative Room 203, City Hall<br>100 N. Jefferson Street |

#### **THURSDAY, JULY 21, 2016**

- |          |                          |   |
|----------|--------------------------|---|
| *5:15 pm | Library Board            | Central Library<br>515 Pine Street                  |
| *5:30 pm | Human Services Committee | Room 200, Northern Building<br>305 E. Walnut Street |

#### **FRIDAY, JULY 22, 2016**

**(No Meetings)**

**PORT & RESOURCE RECOVERY DEPARTMENT**

*Brown County*

2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN  
DIRECTOR

**- PUBLIC NOTICE -**  
**BROWN COUNTY HARBOR COMMISSION**  
**Monday, July 18th – 10:30 am**  
Brown County Port & Resource Recovery  
2561 S. Broadway, Green Bay, WI 54304

**Agenda:**

1. Call to order
2. Roll Call
3. Approval/Modification – *Meeting Agenda*
4. Approval/Modification – *May 9<sup>th</sup>, 2016 Meeting Minutes*
5. Announcements/Communications
6. Fox River Environmental Clean-up Project – *Public Comments/Update on Standing Item*
7. 2017 Budget– *Request For Approval*
8. Second Quarter 2016 Budget Status Report – *Request for Approval*
9. Response to Corps Final Accounting for the Cat Island Project – *Request for Approval*
10. Tallship Festival – *Update*
11. Suzano Papel & Cellulose – *Update*
12. Property Acquisition Plan - *Update*
13. Director's Report – *Update*
14. Audit of Bills – *Request For Approval*
15. Tonnage Report– *Request for Approval*
16. Such Other Matters as Authorized by Law
17. Adjourn

Dean R. Haen – Director  
Port & Resource Recovery Department

*Any person wishing to attend whom, because of disability requires special accommodations should contact the Brown County Port and Resource Recovery Department at 492-4950, at least two working days in advance of the meeting for special arrangements to be made. Notice is hereby given that action by the Harbor Commission may be taken on any of the items, which are described or listed on the agenda.*

**PORT & RESOURCE RECOVERY DEPARTMENT**

*Brown County*

2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

**PUBLIC NOTICE  
BROWN COUNTY SOLID WASTE BOARD**

**Monday, July 18<sup>th</sup> – 2:30 pm**

Brown County Port & Resource Recovery  
2561 S. Broadway, Green Bay, WI 54304

**Agenda:**

1. Call to Order
2. Roll Call
3. Approval/Modification – Meeting Agenda – *Request for Approval*
4. Approval/Modification – May 16<sup>th</sup>, 2016 Meeting Minutes – *Request for Approval*
5. Announcements/Communications
6. 2017 Budget – *Request for Approval*
7. Second Quarter 2016 Budget Status Report – *Request for Approval*
8. South Landfill Leachate Options Analysis - *Update*
9. Recycling Commodity Markets – *Update*
10. Fox River Fiber – *Update*
11. Director's Report
12. Such other Matters as Authorized by Law
13. Adjourn

Dean R. Haen  
Director

*Any person wishing to attend whom, because of disability requires special accommodation should contact the Brown County Port & Resource Recovery Department at 492-4950, two (2) working days before the meeting, so that arrangements can be made. Notice is hereby given that action by the Brown County Solid Waste Board may be taken on any of the items which are described or listed in this agenda.*

**AGENDA**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, July 18, 2016, 3:30 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**

**MEMBERS:** Ann Hartman – Chair, Sup. Andy Nicholson – Vice-Chair, Tom Deidrick, Corday Goddard, and Andy Williams

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the June 20, 2016 meeting of the Brown County Housing Authority.

**COMMUNICATIONS:**

2. Letter from HUD dated July 6, 2016, regarding New Administrative Fee Formula Proposed Rule.
3. Letter from HUD dated July 7, 2016, regarding funding opportunity for Project Basing HUD-VASH Vouchers.

**REPORTS:**

4. Report on Housing Choice Voucher Rental Assistance Program:
  - A. Preliminary Applications
  - B. Unit Count
  - C. Housing Assistance Payments Expenses
  - D. Housing Quality Standard Inspection Compliance
  - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
  - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
  - G. VASH Reports (new VASH and active VASH)
  - H. Langan Investigations Criminal Background Screening and Fraud Investigations
  - I. Quarterly Langan Denials report
  - J. Quarterly Active Cases Breakdown
  - K. Quarterly End of Participation
  - L. Quarterly Customer Service Satisfaction

**OLD BUSINESS:**

5. Discussion and possible action regarding use of Administrative Reserves and HCV Lease up.
6. Discussion and approval of use of additional administrative fees due to increased proration.
7. Approval to amend BCHA bylaws to add a section regarding absences from meetings.

**NEW BUSINESS:**

8. Approval of revisions to Chapter 14 (Program Integrity) of the Administrative Plan.
9. Discussion and possible action regarding BCHA loan on property at 1239 St. Clair Street in Green Bay, WI.

The Authority may convene in closed session pursuant to Wis. Stat. 19.85(1)(g) which states a closed session may be held for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Authority may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

**INFORMATIONAL:**

10. Status of UPCS-V Demonstration Program.

11. Moving to Work Expansion Program.

12. Glossary of HUD acronyms.

13. Review of Budget section of Lead the Way training.

**BILLS:**

**FINANCIAL REPORT:**

**STAFF REPORT:**

14. Date of next meeting: may be cancelled, or if needed, August 15, 2016.

ZONING



305 E. WALNUT STREET, ROOM 320  
P.O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-6480 FAX (920) 448-4487  
WEB SITE [www.co.brown.wi.us/zoning](http://www.co.brown.wi.us/zoning)



**WILLIAM BOSIACKI**

ZONING ADMINISTRATOR

**AGENDA**  
**BROWN COUNTY BOARD OF ADJUSTMENT**  
**July 18, 2016**  
**4:30 p.m.**  
**Northern Building, Room 391**  
**305 East Walnut Street**  
**Green Bay, WI 54301**

1. Call meeting to order.
2. Roll call.
3. Announce agenda – Public Hearing – 1. Maurer appeal
4. Certify public notice requirements-Green Bay Press-Gazette, published on July 3, 2016 and July 10, 2016.
5. Describe Board's authority and rules of hearing.
6. Open public hearing.
  - \*Read appeal
  - \*Describe administrative decision
  - \*Describe onsite inspection
  - \*Applicant presents case
  - \*Objector presents case
  - \*Staff comments
  - \*Applicant rebuttal
  - \*Statements in support
  - \*Statements in opposition
  - \*Last call for testimony
  - \*Close public hearing
7. Deliberation and decision on appeal.
8. **Complete all 3 standards**-if all 3 cannot be met the variance cannot be granted.
9. Adjourn meeting.



## **PUBLIC NOTICE**

Notice is hereby given that a public hearing will be held before the Board of Adjustment ("Board"), created under and by virtue of the Brown County Shorelands and Wetlands Ordinance, Chapter 22; Private Sewage System Ordinance, Chapter 11; and Floodplains Ordinance, Chapter 23, in Room 391, 3<sup>rd</sup> floor of the Northern Building, 305 E. Walnut St., Green Bay, on Monday the 18<sup>th</sup> day of July, 2018, at 4:30 p.m. on an appeal taken by Dean Maurer denying his request to utilize a holding tank for an existing garage/shop. The property is located in the SE, SE, S16, T21N, R21E in the Town of Morrison at 7353 Lemke Drive, Parcel # M-337-7 ("Property").

All persons interested are invited to attend said hearing and be heard or to provide written comments to the Brown County Planning and Land Services Department, 305 E. Walnut Street, Green Bay, WI 54301 prior to July 15, 2016.

The Board will accept and review all pertinent information relative to the above listed item(s) during open session of the July 18, 2018, public hearing.

Please note that upon reasonable notice, efforts will be made to accommodate the needs of any person wishing to attend who because of disability requires special accommodation through appropriate aids and services. Call (920) 448-6480 for arrangements.

Dated this 3<sup>rd</sup> and 10<sup>th</sup> day of July, 2016.

Brown County Board of Adjustment  
Bill Ullmer  
Richard Huxford  
Tom Perock  
Clete Cisler-Alternate



# BOARD OF SUPERVISORS

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## **VETERANS SUBCOMMITTEE**

**Bernie Erickson, Chair**  
**Ed Koslowski, Vice Chair**  
Louise Dahlke, Jim Haskins,  
Delores Pierce, Duane Pierce,  
Tracy Rosinski, Joe Witkowski

**\*\*Running Total of Veterans' Certificates: 1730**

### **VETERANS' RECOGNITION SUBCOMMITTEE**

**TUESDAY, July 19, 2016**

**4:30 pm**

**Room 201, Northern Building**

**305 E. Walnut Street**

**Green Bay, WI**

1. Call Meeting to Order.
2. Invocation.
3. Approve/Modify Agenda.
4. Approve/Modify Minutes of June 21, 2016.
5. Update re: Honor Rewards Program.
6. Possible Discussion re: 2016 Veterans' Appreciation Day at the Brown County Fair.
  - a) 25<sup>th</sup> Anniversary of Desert Storm.
  - b) Fair Agenda.
7. Report from CVSO Jerry Polus.
8. Comments from Carl Soderberg.
9. Report from Committee Members Present (Erickson, Dahlke, Haskins, Koslowski, Pierce, Rosinski & Witkowski).
10. Such Other Matters as Authorized by Law.
11. Adjourn.

Bernie Erickson, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**BROWN COUNTY BOARD OF HEALTH  
TUESDAY, July 19, 2016  
5:00 PM**

Brown County Health Department  
610 South Broadway Street  
Second Floor Conference Room  
Green Bay, WI 54303

**AGENDA**

1. Call to Order, Welcome, and Introductions
2. Approval / Modification of the Agenda
3. Approval of Minutes of meeting of May 10, 2016
4. Comments from the Public
  - a. Must be limited to items not on the agenda
  - b. State name and address for the record
  - c. The Board's role is to listen and not discuss comments nor take action on those comments at this meeting.
5. Environmental Division update
6. Nursing Division update
7. Immunization update
8. Interim Director's Report
9. Correspondences
10. Review of Board's Decision Declaring Wind Turbines a Health Hazard
11. Report on Mental Health Care Gaps Workshop - Jim Crawford
12. All Other Business Authorized by Law
13. Adjournment / Next Meeting Schedule

**Board of Health members please RSVP attendance to Patti at 448-6405 no later than 4:30 PM Friday, July 15, 2016. Thank you!**

Notice is hereby given that action by this board may be taken on any of the items which are described or listed in this agenda.

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### **PUBLIC SAFETY COMMITTEE**

Patrick Buckley, Chair  
Andy Nicholson, Vice Chairman  
Bill Clancy, Guy Zima, Patrick Evans

### **PUBLIC SAFETY COMMITTEE**

**WEDNESDAY, JULY 20, 2016**

**5:00 p.m.**

**Room 200, Northern Building**

**305 E. Walnut Street, Downtown Green Bay**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE  
ACTION ON ANY ITEM LISTED ON THE AGENDA**

**PLEASE NOTE DATE, TIME & LOCATION**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of June 1, 2016.

### **Comments from the Public**

#### **Clerk of Courts**

1. Resolution re: Reclassification of the Clerk/Typist II Position in the Clerk of Courts Table of Organization.

#### **Sheriff**

2. Budget Adjustment Request (16-58): Any increase in expenses with an offsetting increase in revenue
3. Budget Adjustment Request (16-59): Any increase in expenses with an offsetting increase in revenue
4. Budget Adjustment Request (16-60): Any increase in expenses with an offsetting increase in revenue
5. Current Population Overview of the Brown County Jail.
6. Resolution re: Reorganization of the Sheriff's Department Table of Organization Housing Corporal and Intake Corporal.

#### **Medical Examiner**

7. Update and future projections.

#### **Other**

8. Audit of bills.
9. Such other matters as authorized by law.
10. Adjourn.

Patrick Buckley, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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### **ADMINISTRATION COMMITTEE**

Richard Schadewald, Chair  
Jamie Blom, Vice-Chair  
Mark Becker, James Kneiszel,  
John Vander Leest

### **SPECIAL ADMINISTRATION COMMITTEE**

**Wednesday, July 20, 2016**

**6:30 p.m.**

**Room 207, City Hall**

**100 N. Jefferson Street, Green Bay**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM  
LISTED ON THE AGENDA**

- I. Call to Order.
- II. Approve/Modify Agenda.

### **Comments from the Public**

### **Closed Session**

1. The Administration Committee will convene in closed session to confer with legal counsel regarding the pending litigation in Fehrenbatch v. Brown County, Brown County Circuit Court, Case No. 14-CV-930 (GetMOR Enterprises, LLC).  
Per Wis. Stat., § 19.85(1)(g), a closed session may be held for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
2. Reconvene in Open Session: Discussion and possible action regarding the pending litigation in Fehrenbatch v. Brown County, Brown County Circuit Court, Case No. 14-CV-930 (GetMOR Enterprises, LLC).

### **Other**

3. Such other matters as authorized by law.
4. Adjourn.

Richard Schadewald, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**BOARD OF SUPERVISORS**  
*Brown County*



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E-mail: BC\_County\_Board@co.brown.wi.us.

**PATRICK W. MOYNIHAN JR., CHAIR**

**THOMAS J. LUND, VICE CHAIR**

**PUBLIC NOTICE OF MEETING**

Pursuant to Section 19.85 and 59.094, *Wis. Stats.*, notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, July 20, 2016 at 7:00 p.m.** in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

**NOTICE IS HEREBY GIVEN THAT THE COUNTY BOARD MAY TAKE ACTION ON  
ANY ITEM ON THE AGENDA**

The following matters will be considered:

Call to Order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

**1. Adoption of Agenda.**

**2. Comments from the Public:**

- a. Must be limited to items not on the agenda.
- b. State name and address for the record.
- c. Comments will be limited to five minutes.
- d. The Board's role is to listen and not discuss comments nor take action on those comments at this meeting.

**3. Approval of Minutes of June 15, 2016.**

**4. Announcements of Supervisors.**

**5. Communications:**

- a. Late Communications. (None)

**6. Appointments:**

**Board of Supervisors Committee as a Whole:**

- a. Appointment/Confirmation of Paul J. Ballard, Ph. D as County Board Supervisor District 15.
- b. Administer Oath of Office to Brown County District 15 Supervisor.

**County Executive:**

- c. Appointment/Confirmation of Jerad Preston as the Brown County Emergency Management Director.

**7. Reports by:**

- a. County Executive.
- b. County Board Chair.

**8. Other Reports: (None)**

**9. Standing Committee Reports:**

**a. Report of Administration Committee of July 6, 2016:**

1. Review minutes of:
  - a. Housing Authority (May 16, 2016). Receive and place on file.
2. HR Insurance update from M3. *No action taken.*
3. HR Budget Status Financial Report for May 2016. Receive and place on file.
4. HR Turnover Report for May 2016. Receive and place on file.
5. HR 2016 Vacancies Report. Receive and place on file.
6. HR Position Approval Lists through June 27, 2016. Receive and place on file.
7. Human Resources Reports for June 2016. Receive and place on file.
8. Treasurer - Budget Status Financial Report for April 2016. Receive and place on file.
9. Treasurer - Resolution re: Reclassification of the Account Clerk II Position in the Treasurer's Department Table of Organization. To approve.
10. Corporation Counsel - Monthly Report, April and May 2016. Receive and place on file.
11. Child Support - Budget Status Financial Report for May 2016. Receive and place on file.
12. Child Support - Departmental Opening Summary. Receive and place on file.
13. Child Support - Director Summary May/June 2016. Receive and place on file.
14. Technology Services - Budget Status Financial Report for May 2016. Receive and place on file.
15. Technology Services Monthly Report for July 2016. Receive and place on file.
16. Dept. of Admin - Budget Status Financial Report for May 2016. Receive and place on file.
17. Dept. of Admin - 2016 Budget Adjustment Log. Receive and place on file.
18. Dept. of Admin - Director's Reports for June 2016. Receive and place on file.
19. Audit of bills. To pay the bills.

**ai. Report of Special Administration Committee of July 20, 2016.**

1. The Administration Committee will convene in closed session to confer with legal counsel regarding the pending litigation in Fehrenbatch v. Brown County, Brown County Circuit Court, Case No. 14-CV-930 (GetMOR Enterprises, LLC).  
Per Wis. Stat., § 19.85(1)(g), a closed session may be held for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. *Motion pending Special Admin meeting of July 20, 2016.*
2. Reconvene in Open Session: Discussion and possible action regarding the pending litigation in Fehrenbatch v. Brown County, Brown County Circuit Court, Case No. 14-CV-930 (GetMOR Enterprises, LLC). *Motion pending Special Admin meeting of July 20, 2016.*

**b. Report of Education & Recreation Committee of July 5, 2016:**

1. Review Minutes of:
  - a. Library Board (May 19, 2016). Receive and place on file.
  - b. Library Board East Branch Facility Ad Hoc Committee (May 19, 2016). Receive and place on file.
  - c. Neville Public Museum Governing Board (June 13, 2016). Receive and place on file.
2. Reports:
  - a. Department Vacancies Report for June 2016. Receive and place on file.
  - b. Position Approval List. Receive and place on file.

3. Communication from Supervisor Schadewald re: This letter is my request for consideration of either temporary and/or permanent artwork to be displayed outside of the Veteran's Memorial Arena. My hope is that local artists can submit appropriate artwork for consideration to display. *Held until July. To hold until August.*
4. Museum Budget Status Financial Report for May 2016. Receive and place on file.
5. Museum Director's Report. Receive and place on file.
6. Golf Course Budget Status Financial Reports for May 2016. Receive and place on file.
7. Golf Course Superintendent's Report. Receive and place on file.
8. Library Budget Status Financial Report for May 2016. Receive and place on file.
9. Library Director's Report. Receive and place on file.
10. Park Budget Status Financial Report for May 2016. Receive and place on file.
11. Park Mgmt. - Discussion: Koch family property donation. To hold until August.
12. Park Mgmt. - Budget Adjustment Request (16-57): Any increase in expenses with an offsetting increase in revenue. To approve the budget adjustment request.
13. Park Mgmt. - Resolution establishing a special event parking/camping fee at the Brown County Fairgrounds. To approve.
14. Park Mgmt. - Park Attendance and Field Staff Reports for May. Receive and place on file.
15. Park Mgmt. - Assistant Director's Report. Receive and place on file.
16. NEW Zoo - Budget Status Financial Reports for May 2016. Receive and place on file.
17. NEW Zoo - Request from the N.E.W. Zoological Society, Inc. to waive the contact fee and the admission fee for "Feast with the Beasts" event. To approve.
18. NEW Zoo - Director's Report and ZOO Monthly Activity Reports. Receive and place on file.
19. Audit of bills. To approve the bills.

**c. Report of Executive Committee of June 15, 2016 – Referred back to July County Board**

20. Reconvene in Open Session: Discussion and possible action on the Appeal of the Independent Hearing Officer's Decision in Re the matter of the Grievances of Robert Welsing, Jr. & Anthony Elfe dated May 12, 2016, as filed by said Grievants per § 4.92 of the Brown County Code of Ordinances.
  - i. To approve the decision upholding Mr. Elfe's Termination.
  - ii. To approve the decision upholding Mr. Welsing's Termination.
  - iii. That all the testimony is sent and lawyers briefs and the IHO's discussion and that discussion take place at their July County Board meeting so everyone had sufficient time to read, with the stipulation that if any timelines were going to be missed that they hold this at the June meeting. Motion Carried 5 to 2.

**ci. Report of Executive Committee of July 11, 2016:**

1. Review Minutes of: (None)
2. Review and Possible Action on Legal Bills to be paid. To approve.
3. Human Resources Report
  - a. Insurance Update from M3.
  - b. Turnover Report for May 2016.
  - c. Department Vacancies Report as of June 2016.
  - d. Position Approval Lists through June 27, 2016. *No action needed.*
4. Communication from Supervisor Kaster re: Review the new Medical Examiner/Forensic Pathologist Department operation and relationship with funeral homes – include input from funeral homes. *Held for one month. To refer to Public Safety.*
5. Communication from Supervisor Campbell to establish a Personnel Committee for Brown County. *Referred from June County Board. To refer to Administration Committee.*
6. Referral from Supervisor Zima requesting June Executive Committee agenda item #11e (Closed Session: Discussion regarding the resignation of the Corporation Counsel and specific personnel matter reviewed within the Corporation Counsel Department) be referred back to next month's Executive Committee. *Referred from June County Board. Receive and place on file.*
7. Communication from Supervisors Sieber and Linssen to ask the Brown County District Attorney's office to investigate violations of closed sessions and/or the dissemination of classified information. *Referred from June County Board.*

- i. To refer to Corporation Counsel to draft a policy re: violation of closed session confidentiality and identify punishment. Motion carried 5 to 2; 1 abstention.
  - ii. To refer the current complaint to the Ethics Board for review. Motion carried 6 to 1
8. Communication from Supervisor Van Dyck re: Rescind the amendment to Sections 4.92 and 4.93 of Chapter 4 of the Brown County Code entitled "Grievance Procedure" made by the County Board in 2014. Referred from June County Board. To refer this to Corporation Counsel to redraft showing all grievances going back to the full County Board.
9. Communication from Supervisor Erickson re: Discussion and possible action requiring department heads to keep County Board Resolution binder along with internal policy binder to ensure county board policies are followed, and present them yearly to Administration to ensure compliance. Referred to July meeting. To refer to each committee.
10. Ordinance Amending Section 4.93 of Chapter 4 of the Brown County code entitled "Grievance Procedure". Held until July. To bring back in September.
11. Resolution re: Reclassification of the Account Clerk II Position in the Treasurer's Department Table of Organization. To approve.
12. Resolution re: Authority to Execute a 2016 Labor Agreement with the Brown County Community Treatment Center Registered Nurses. To approve.
13. Resolution re: Reorganization of the Human Services – Community Treatment Center Table of Organization. To approve.
14. Resolution re: Reclassification of the Clerk/Typist II Position in the Clerk of Courts Table of Organization. To approve.
15. Resolution re: Reclassification of the LTE Legal Assistant I position in the District Attorney's Office Table of Organization. To hold for one month.
16. Resolution re: Reorganization of the Sheriff's Department Table of Organization Housing Corporal and Intake Corporal. To approve.
- 16a. An Ordinance to Amend Sections 4.49 and 4.57 of the Brown County Code of Ordinances Entitled, Respectively, as "Extra Pay" and "Policy". To approve. Motion failed.
17. Brown County Financial Statement Results – Levy Funded Departments as of May 2016. Receive and place on file.
18. County Executive Report
  - a. Budget Status Financial Report for May 2016. Receive and place on file.
19. Internal Auditor Report.
  - a. Board of Supervisors Budget Status Financial Report – May 2016 (Unaudited). Receive and place on file.
  - b. Monthly Status Update: June 1 – June 30, 2016. Receive and place on file.
20. Treasurer- ACTION - Review and approval or rejection of bids for vacant land tax deed properties: (Bid results of 6-30-16 attached)
 

Parcel #	Municipality	Address	Min. Starting Bid	High Bid	#of Bids
M-147	Town of Morrison	3195 Mill Road	\$ 5,933	\$ 8,075	3
ND-278-1	T. of New Denmark	6029 Benecke Road	\$ 2,000	\$ 7,250	42

To accept the high bid for parcel M-147 and ND-278-1.
21. Open Session: Discussion and possible action regarding convening in closed session to discuss the resignation of the Corporation Counsel and specific personnel matter reviewed within the Corporation Counsel Department. No closed session held.
22. Closed Session: Discussion regarding the resignation of the corporation counsel and specific personnel matter reviewed within the Corporation Counsel Department. Pursuant to Wis. Stat., § 19.85(1)(c), any meeting of a governmental body may be convened in closed session for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. And, per Wis. Stat., § 19.85(1)(f), any meeting of a governmental body may be convened closed session for purposes of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. See Number 21 above.
23. Reconvene in Open Session: Discussion and possible action regarding resignation of the corporation counsel and specific personnel matter reviewed within the Corporation Counsel Department. See Number 21 above.



**d. Report of Human Services Committee of June 29, 2016:**

1. Review Minutes of:
  - a. Human Services Board (June 9, 2016). Receive and place on file with the exception of Item 6 which is missing.
  - b. Veterans' Recognition Subcommittee (May 17, 2016). Receive and place on file.
2. Communication from Supervisor Zima (for Steve Deslauriers) re: I am requesting the Human Services Committee review why wind turbine complaints are not handled by the Health Dept. as other health complaints. *Motion at May meeting: To hold item until the next meeting. To ask the Health Department to report back what equipment and personnel are needed to monitor complaints and include the procedures to be followed going forward.*
3. Communication from Supervisor Zima (for James Vanden Boogart): re: I am requesting that the attached document and the full report referenced therein be examined and discussed by the Human Service Committee and the Board of Supervisors and they take action to both officially dismiss Chua Xiong's decision regarding Shirley Wind and discuss possible actions to be taken to resolve the adverse health conditions at Shirley Wind, including consulting with an appropriate qualified environmental attorney to explore possible legal solutions. *Motion at May meeting: To hold item until the next meeting on June 29, 2016.* (Supervisors: Please refer to red packet of information provided by Brown County Citizens for Responsible Wind Energy at May County Board meeting).
  - i. To hold this up for one month to determine whether or not it was properly done.
  - ii. To have our attorneys send this to the Attorney General to see what we can and cannot do.
  - iii. To send this through Administration to get a proposal on the costs involved with sending information to SAGE or a similar organization and bring it back. Motion carried 4 to 1.
  - iv. To send the conclusion by former Health Director Chua Xiong and the conclusion by the Board of Health to an independent review agency. Motion failed 1 to 4.
4. Human Svc Dept. - Examine scheduling issues at Community Treatment Center – *standing item per motion at April, 2016 meeting. Receive and place on file.*
5. Human Svc Dept. - Resolution re: Reorganization of the Human Services – Community Treatment Center Table of Organization. To approve.
6. Human Svc Dept. - Executive Director's Report. Receive and place on file.
7. Human Svc Dept. - Financial Report for Community Treatment Center and Community Programs. Receive and place on file.
8. Human Svc Dept. - Statistical Reports.
  - a. CTC Staff – Double Shifts Worked.
  - b. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.
  - c. Monthly Inpatient Data – Bellin Psychiatric Center.
  - d. Child Protection – Child Abuse/Neglect Report.
  - e. Monthly Contract Update.To suspend the rules to take Items 8 a-e together and to receive and place them on file.
9. Human Svc Dept. - Request for New Non-Continuous Vendor. To approve.
10. Human Svc Dept. - Request for New Vendor Contract. Receive and place on file.
11. Audit of bills. *No bills, no action necessary.*

**e) Report of Planning, Development and Transportation Committee of June 27, 2016:**

1. Review minutes of:
  - a. Planning Commission Board of Directors (April 6, 2016).
  - b. Revolving Loan Fund Committee (November 19, 2014).
  - c. Solid Waste Board (March 28, 2016).
  - d. Transportation Coordinating Committee (December 7, 2015).
    - i. To suspend the rules to take Items 1 a-d together.
    - ii. To receive and place on file Items 1 a – d.
2. Communication from Supervisor Nicholson re: Requesting a No Parking sign from here to corner at 2545 Manitowoc Road. *Referred from June County Board. Receive and place on file.*

3. Internal Auditor - Presentation of the Asphalt Plant Analysis by David Maccoux, Schenck, SC. *No action taken.*
4. Airport - Director's Report. Receive and place on file.
5. UW-Ext - Budget Adjustment Request (16-51): Any increase in expenses with an offsetting increase in revenue – UW-Ext has received funding from Sanimax to offset costs of Breakfast on the Farm. To approve.
6. UW-Ext - Director's Report. *No report, no action needed.*
7. Register of Deeds - Budget Status Financial Report for May 2016. Receive and place on file.
8. Register of Deeds - Departmental Openings Summary. Receive and place on file.
9. Port & Resource Recovery - Budget Adjustment Request (16-37): Any allocation from department's fund balance. *This Item was deleted from the Agenda.*
10. Planning Commission - Update regarding development of the Brown County Farm property – standing item. *No action taken.*
11. Planning Commission - Budget Status Financial Report for May 2016 (unaudited). *See action at Item 13.*
12. Property Listing - Budget Status Financial Report for May 2016 (unaudited). *See action at Item 13.*
13. Zoning - Budget Status Financial Report for May 2016 (unaudited). Receive and place on file Items 11, 12, and 13.
14. Public Works Summary of Operations. Receive and place on file.
15. Public Works Director's Report. Receive and place on file.
16. Public Works - Discussion and possible action regarding the May 23, 2016 PD&T communication from Supervisor Dantine (Have the Highway Committee review the work weeks, overtime pay, and holiday pay for Highway Department employees).
  - i. To amend the agenda to take Item 2 under Item 24 at this time.
  - ii. To change the ordinance to pay the two hours of time and a half for call-ins and that it is retroactive to June 27<sup>th</sup>.
  - iii. To draft an ordinance amending Chapter 4 to allow paying for overtime outside regularly scheduled hours with the exception agreed upon between management and staff as counted as normal workweek and bring it back to PD&T next month. Motion carried 4 to 1.
17. Public Works - Discussion and possible action regarding drone report. *No action needed.*
18. Public Works - An Ordinance creating Section 6.14 of the Brown County Code entitled, "County Trunk Highway Maintenance and Improvements." To hold until the July PD&T meeting where a public comment session will be held and have Public Works Director Fontecchio send a letter to municipalities within Brown County about the ordinance change.
19. Public Works - Five-Year Facility Maintenance Plan. Receive and place on file.
20. Open Session: Discussion and possible action regarding the placement of Parcel D-212-2 for sale (8.5 acres of Brown County Highway Department land on Scray Hill Road located in the Town of Ledgeview). To enter into closed session.
21. Closed Session: Discussion and possible action regarding the placement of Parcel D-212 for sale (8.5 acres of Brown County Highway Department land on Scray Hill Road located in the Town of Ledgeview). Pursuant to Wis. Stat. § 19.85(1)(e), any meeting of a governmental body may be convened in closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. To return to open session.
22. Reconvene in Open Session: Discussion and possible action regarding the placement of Parcel D-212-2 for sale (8.5 acres of Brown County Highway Department land on Scray Hill Road located in the Town of Ledgeview). Receive and place on file.
23. Audit of bills. To audit the bills.

ei) **Report of Land Conservation Subcommittee of June 27, 2016:**

1. Departmental Openings Summary. Receive and place on file.
2. Budget Status Report for May 2016. Receive and place on file.
3. Director's Report:
  - a. Discussion and approval of SEG Transfer from Oconto County. To approve.
  - b. Discussion and approval of NRCS Operational Agreement. To approve.
  - c. DATCP – Farmland Preservation Letter to Participants. Receive and place on file.
  - d. Land & Water Plan update. Receive and place on file.

**f) Report of Public Safety Committee of July 20, 2016:**

1. Clerk of Courts - Resolution re: Reclassification of the Clerk/Typist II Position in the Clerk of Courts Table of Organization. *Motion pending Special Public Safety meeting of June 20, 2016.*
2. Sheriff - Budget Adjustment Request (16-58): Any increase in expenses with an offsetting increase in revenue. *Motion pending Special Public Safety meeting of June 20, 2016.*
3. Sheriff - Budget Adjustment Request (16-59): Any increase in expenses with an offsetting increase in revenue. *Motion pending Special Public Safety meeting of June 20, 2016.*
4. Sheriff - Budget Adjustment Request (16-60): Any increase in expenses with an offsetting increase in revenue. *Motion pending Special Public Safety meeting of June 20, 2016.*
5. Sheriff - Current Population Overview of the Brown County Jail. *Motion pending Special Public Safety meeting of June 20, 2016.*
6. Sheriff - Resolution re: Reorganization of the Sheriff's Department Table of Organization Housing Corporal and Intake Corporal. *Motion pending Special Public Safety meeting of June 20, 2016.*
7. Medical Examiner - Update and future projections. *Motion pending Special Public Safety meeting of June 20, 2016.*
8. Audit of bills. *Motion pending Special Public Safety meeting of June 20, 2016.*

**10. Resolutions & Ordinances:**

**Budget Adjustments Requiring County Board Approval**

- a. Resolution Approving Budget Adjustments to Various Department Budgets.

**Administration and Executive Committee**

- b. Resolution re: Reclassification of the Account Clerk II Position in the Treasurer's. Motion at Admin: To approve; Motion at Exec: To approve.

**Education & Recreation Committee**

- c. Resolution establishing a special event parking/camping fee at the Brown County Fairgrounds. Motion at Ed & Rec: To approve.

**Executive Committee**

- d. Ordinance Amending Section 4.93 of Chapter 4 of the Brown County code entitled "Grievance Procedure. Motion at Exec: To bring back in September.
- e. Resolution re: Authority to Execute a 2016 Labor Agreement with the Brown County Community Treatment Center Registered Nurses. Motion at Exec: To approve.
- f. An Ordinance to Amend Sections 4.49 and 4.57 of the Brown County Code of Ordinances Entitled, Respectively, as "Extra Pay" and "Policy". Motion at Exec: To approve, motion failed 4 to 2.

**Human Services Committee and Executive Committee**

- g. Resolution re: Reorganization of the Human Services – Community Treatment Center Table of Organization. Motion at Human Services: To approve; Motion at Exec: To approve.

**Public Safety Committee and Executive Committee**

- h. Resolution re: Reclassification of the Clerk/Typist II Position in the Clerk of Courts Table of Organization. Motion at Special Public Safety: Pending; Motion at Exec: To approve.
- i. Resolution re: Reclassification of the LTE Legal Assistant I position in the District Attorney's Office Table of Organization. Motion at Exec: Hold for one month; *Held from Public Safety agenda but after Exec went out.*
- j. Resolution re: Reorganization of the Sheriff's Department Table of Organization Housing Corporal and Intake Corporal. Motion at Public Safety: Pending; Motion at Exec: To approve.

**Planning, Development & Transportation Committee**

- k. An Ordinance creating Section 6.14 of the Brown County Code entitled, "County Trunk Highway Maintenance and Improvements." Motion at PD&T: To hold until the July PD&T meeting

where a public comment session will be held and have Public Works Director Fontecchio send a letter to municipalities within Brown County about the ordinance change.

**11. Closed Sessions:**

**June County Board**

- a. Closed Session: Deliberation, non-evidentiary discussion and possible action on the Appeal of the Independent Hearing Officer's Decision in Re the matter of the Grievances of Robert Welsing, Jr. & Anthony Elfe, dated May 12, 2016, as filed by said Grievants per § 4.92 of the Brown County Code of Ordinances. Pursuant to Wis. Stat., § 19.85(1)(a), any meeting of a governmental body may be convened in closed session for purposes of deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body. And, pursuant to Wis. Stat., § 19.85(1)(b), any meeting of a governmental body may be convened in closed session for purposes of considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter.
- b. Reconvene in Open Session: Discussion and possible action on the Appeal of the Independent Hearing Officer's Decision in Re the matter of the Grievances of Robert Welsing, Jr. & Anthony Elfe dated May 12, 2016, as filed by said Grievants per § 4.92 of the Brown County Code of Ordinances.

**Executive Committee**

- c. Open Session: Discussion and possible action regarding convening in closed session to discuss the resignation of the Corporation Counsel and specific personnel matter reviewed within the Corporation Counsel Department.
- d. Closed Session: Discussion regarding the resignation of the corporation counsel and specific personnel matter reviewed within the Corporation Counsel Department. Pursuant to Wis. Stat., § 19.85(1)(c), any meeting of a governmental body may be convened in closed session for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. And, per Wis. Stat., § 19.85(1)(f), any meeting of a governmental body may be convened closed session for purposes of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
- e. Reconvene in Open Session: Discussion and possible action regarding resignation of the corporation counsel and specific personnel matter reviewed within the Corporation Counsel Department.

**12. Such other matter as authorized by law.**

**13. Bills over \$5,000 for period ending June 30, 2016.**

**14. Closing Roll Call.**

**15. Adjournment to Wednesday, August 17, 2016 at 7:00 p.m., Legislative Room 203, 100 N. Jefferson Street, Green Bay, Wisconsin**

Submitted by:

A handwritten signature in black ink, appearing to read "Patrick Moynihan, Jr.", with a long horizontal flourish extending to the right.

Patrick W. Moynihan, Jr.  
Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda. The County Board of Supervisors may go into Closed Session; Pursuant to Wis. Stats. § 19.85(1)(c) to deliberate or negotiate the purchasing of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.



BROWN COUNTY LIBRARY  
515 PINE STREET GREEN BAY, WI 54301-5194

PHONE (920) 448-5810  
FAX (920) 448-4364

**BRIAN M. SIMONS**  
EXECUTIVE DIRECTOR

Simons\_BM@co.brown.wi.us  
www.browncountylibrary.org

*"Connecting people, ideas, and community."*

## **BROWN COUNTY LIBRARY BOARD**

### **Central Library**

**515 Pine Street, downtown Green Bay**

**Thursday, July 21, 2016**

**5:15 p.m.**

### **AGENDA**

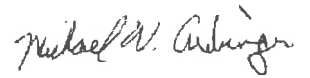
1. Call to Order
2. Approve Agenda and Minutes
3. Communications and Open Forum for the Public
4. Library Business
  - a. Financial Manager's Report, Bills and Donations
5. Discussion and possible action regarding a Budget Adjustment to use the Coin-op fund for purchase of DeepFreeze computer restore software to protect patron privacy on public access machines.
6. 2017 Budget
  - A. Approve Performance Measures, Mission Statement and Program Description.
  - B. Approve 2017 Budget Proposal.
7. Facilities Report
  - a. Facilities Manager's report.
  - b. Discussion and possible action regarding the East Branch Ad Hoc Committee.
8. President's Report
9. Library Director's Report
10. Old Business

11. Such Other Matters as are Authorized by Law

12. Adjournment

*Notice is hereby given that action by the Library Board may be taken on any of the items which are described or listed in this agenda.*

*Any person wishing to attend the Library Board Meeting who, because of a disability requires special accommodations, should contact the Brown County Library at 448-4400 at least one working day in advance of the meeting so that arrangements can be made*

A handwritten signature in black ink, appearing to read "Michael V. Aubinger".

Michael Aubinger  
Library Board President

# BOARD OF SUPERVISORS

*Brown County*



305 E. WALNUT STREET  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600  
PHONE (920) 448-4015 FAX (920) 448-6221

## **HUMAN SERVICES COMMITTEE**

Erik Hoyer, Chair  
Richard Schadowald, Vice Chair  
Joan Brusky, Thomas De Wane, Aaron Linssen

### **HUMAN SERVICES COMMITTEE**

**Thursday, July 21, 2016**

**5:30 p.m.**

**Room 200, Northern Building  
305 E. Walnut Street, Green Bay**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM  
LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of June 29, 2016.

### **Comments from the Public**

### **Report from Human Services Chair, Erik Hoyer**

1. **Review Minutes of:**
  - a. Board of Health (May 10, 2016).
  - b. Human Services Board (July 14, 2016).
  - c. Veterans' Recognition Subcommittee (June 21, 2016).

### **Reports**

2. Teen Parent Program Quarterly Outcome Report, Catholic Charities – Informational.
3. Department Vacancies Report as of June 27, 2016.

### **Treatment Court**

4. Update on Treatment Court by Judge Zuidmulder.

### **Wind Turbine Update**

5. Update for Environmental Division on complaint process.
6. Report by Health Director.
  - i. Cost of peer review.
  - ii. Questions for Attorney General.
  - iii. Supervisor discussion.

### **Health Department**

7. Budget Adjustment Request (16-39): Any increase expenses with an offsetting increase in revenue.
8. Budget Adjustment Request (16-40): Any increase expenses with an offsetting increase in revenue.
9. Budget Adjustment Request (16-41): Any increase expenses with an offsetting increase in revenue.
10. Budget Adjustment Request (16-62): Any increase expenses with an offsetting increase in revenue.



**Human Services Department**

11. Examine scheduling issues at Community Treatment Center – *standing item per motion at April, 2016 meeting.*
12. Executive Director's Report.
13. Financial Report for Community Treatment Center and Community Programs.
14. Statistical Reports.
  - a. CTC Staff – Double Shifts Worked.
  - b. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.
  - c. Monthly Inpatient Data – Bellin Psychiatric Center.
  - d. Child Protection – Child Abuse/Neglect Report.
  - e. Monthly Contract Update.
15. Request for New Non-Continuous Vendor.
16. Request for New Vendor Contract.

**Aging & Disability Resource Center** - No agenda items.

**Syble Hopp** – No agenda items.

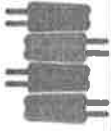
**Veterans Services** – No agenda items.

**Other**

17. Audit of bills.
18. Such other Matters as Authorized by Law.
19. Adjourn.

Erik Hoyer, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.



## JULY 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	 County Board Office <i>Closed</i>	4 Ed & Rec @ PMI 5pm Tour 5:30 Meeting	5 Public Safety <del>11:00 am</del> Admin Cmte 6:15 pm	6	8	9
10	11 Executive Cmte 5:30 pm	12	13	14	15	16
17	18	19 Veterans Recognition Subcmte 4:30 pm	20 Public Safety 5:00 pm Spec Admin 6:30 pm <b>Board of Supervisors 7:00 pm</b>	21 Human Services 5:30 pm	22	23
24	25 Land Con 6:00 PD&T 6:15 pm	26 	27	28	29	30
31						

## **BROWN COUNTY COMMITTEE MINUTES**

- Board of Health (May 10, 2016)
- Housing Authority (June 20, 2016)
- Local Emergency Planning Committee (July 12, 2016)
- Veterans Recognition Subcommittee (June 21, 2016)

**To obtain a copy of Committee minutes:**

[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**

**PROCEEDINGS OF THE BOARD OF HEALTH MEETING**  
**TUESDAY, May 10, 2016**  
**5:00 PM**

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Present: Jay Tibbetts, Joe Van Deurzen, Harold Pfothenhauer, Richard Schadewald, Karen Sanchez, James Crawford

Excused: Susan Paulus Smith

Others Present: Debbie Armbruster, Rob Gollman, Ann Steinberger, Colleen Messner, Christine Davidson, Erik Pritzl, Executive Director for Brown County Human Services, Peter Denil, Lions Club, Erik Hoyer, Brown County Supervisor District 4 and Human Services Committee Chair, Patti Zich (minutes recorder)

**1. Call to Order, Welcome, and Introductions**

Jay Tibbetts called the meeting to order. Erik Pritzl, Executive Director of Brown County Human Services, Colleen Messner and Christine Davidson from Hearing and Vision Program, Peter Denil representing the Lions Club of Northeast Wisconsin, and Erik Hoyer, Brown County Supervisor and Human Services Committee Chair introduced themselves.

**2. Approval / Modification of the Agenda**

MOTION: To approve the agenda as presented.

Schadewald / Pfothenhauer

Joe Van Deurzen would like to strike agenda item 9. He states this is a contract that the County enters into with Duke Energy and questioned if this was a health concern. Mr. Schadewald stated we needed to get clarity and that it is not a contract. He stated the Board of Health would have some influence on where that money would go.

MOTION CARRIED

**3. Approval of Minutes of March 8, 2016**

MOTION: To approve the minutes from March 8, 2016.

Van Deurzen / Pfothenhauer

Jim Crawford requested changes.

MOTION: To approve the March 8, 2016 minutes as corrected.

Van Deurzen / Pfothenhauer

MOTION CARRIED

**4. Mental Health Initiative – Director Erik Pritzl**

Erik Pritzl indicated his department is engaged in a mental health initiative which the County Board funded in November. The first part of the initiative was expanding mobile crisis services, which is a team or individual who treat the person experiencing what would be considered a crisis. It could be substance abuse related, mental health related, suicide, voluntary or involuntarily hospitalization. These services treated people typically by phone or at the crisis center which meant people were being brought places. It required people to move around. Instead of moving people, they talked about bringing the services to the person—to a school, home or police department. They expanded those services by one crisis counselor.

Mr. Pritzl continued that they also looked at detoxification services. As a rule the department was not funding detoxification services for persons who were incapacitated. They had issues with this in 2012 and their treatment center could not take people after that point. For that primary reason, if it's co-occurring with a mental health issue they could. People being seen were incapacitated and not receiving treatment other than an emergency room visit. This brought back some services in that area to address the chronic needs and incapacitation needs of individuals. That service is in place in terms of a contract and they are refining the terms of intoxicated versus incapacitated; who can be treated and who are they responsible to treat within the funding available.

The third part of the initiative is a Day Report Center which the Board also just approved will primarily serve the criminal justice population; people potentially in the jail setting who could be safely in the community because their offenses were non-violent offenses. They are probably in a low cash bond situation or barrier exits that are requiring them to stay in a jail setting where they are getting some mental health services. The Day Report Center would integrate the behavioral health services, substance abuse counseling as well as the criminal justice monitoring functions and vocational support and act as a check in center – not a residential center. That is out for proposals which are due back in two weeks. It will be July or August before that is in place depending on negotiations.

The fourth initiative is a Transitional Residential Treatment Center. It originally conceived of how they could better utilize the space at the Community Treatment Center to address the population with substance use needs, post-detoxification. They have to go through regulations and program applications and numerous steps to put that program in place. It could either be operated by Brown County or by a partnership with another provider.

The overall package is 1.1 million. Each piece, as they are brought forward is prorated for the amount of time they expect to be in operation this year. It is an attempt to bring those services to people without it requiring some of those other interventions. It connects to Health through the Community Health Improvement Plan and access to mental health services and gaps in mental health services.

Joe Van Deurzen asked if there were mental health crisis people working at the Jail or is that something they have to come out of the jail for. Erik stated the jail is responsible for mental health services within the jail. The problem they saw was when people were leaving jail. Who was picking that up? Who was helping them with that transition? One of the things he asked for in his budget was a position devoted to that transition. That person has started and they are developing protocols and trying to get more interest on the inmate side. They would like to engage them and figure out what services they are going to use when they leave and do a warm transition instead of a pamphlet, brochure or referral. There will be someone, if they are willing to work with them, to help them access services.

Jim Crawford asked about the Community Treatment Center. Erik indicated they have a 16 bed psychiatric hospital, 15 bed community-based residential facility which is a crisis stabilization non-secure setting and voluntary. They have a 63 bed nursing home which 61 beds are for residents with primarily behavioral health needs, and the other two beds are for emergency protective placements.

Dr. Tibbetts stated there was another mental health facility coming to town and wondered if they are cooperating with Human Services. Erik indicates they have talked to them and shared information.

5. **Environmental Division Update** – Rob Gollman indicated in the handouts is a brochure and a copy of a survey that we are going to be conducting with our operators. Those items will be included in our license renewal which runs from July 1st to June 30th of the following year. He states they are busy getting approximately 1,200 license renewals ready. Temporary events are also coming up.

Rob talked about the copper and brass issue. They are seeing a surge in some taverns serving a drink called the Moscow Mule which is typically served in an all copper mug. It is a violation of the Wisconsin Food Code to have any acid beverage or food in direct contact with copper or brass which is composed of copper and zinc. They also see beer being dispensed from beer faucets. Many of these old style faucets are chrome plated brass and when the chrome erodes it goes into the brass and that brass and copper is going into the drink. One of their sanitarians spoke at a WALHDAB meeting to bring to the attention to the rest of the state. They have been ordering people to discontinue use and go to a stainless lined copper mug. Replacing with all stainless units is cost effective for the operator and far more sanitary. Mr. Schadewald asked if we were informing the public. A discussion was held regarding different ways to get the word out to the community. Debbie indicated the Health Department would post something on Facebook.

Rob indicated they will be sending out the anonymous survey electronically. Rob also stated they are exploring the idea of a food safety advisory committee. They will include something with the renewal to see if there is interest. Rob has been working with Ann and a health educator on the rabies quality improvement project and new electronic rabies control order. We are also putting together a training PowerPoint presentation as there is

turnover. He is also looking into the ordinance. They currently refer problem cases to the District Attorney's office and it would be easier if they could issue citations.

Mr. Schadewald asked about staffing for outdoor festivals. Rob indicated we are currently full staffed with 7 inspectors. Rob is meeting tomorrow with his staff to discuss how they are going to cover the events. Rob talked about the merge between the Department of Ag, Trade and Consumer Protection and the Department of Health Food Safety and Recreational Licenses Divisions. We are currently agents for both of those State agencies and changes are coming.

Jim Crawford got a complaint on a vacant property on Green Bay Road and Rob and Jim agreed to discuss the complaint after the meeting.

#### 6. **Nursing Division Update – Communicable Disease, MCH – Vision and Hearing**

**Communicable Disease** - Ann Steinberger handed out a summary regarding communicable disease. The flu season has peaked nationally and it has been milder in comparison to previous years. In regard to tuberculosis they have one person with active TB disease. He has now completed his medication. Ann states Elizabethkingia as of last week; there were 60 cases of this in 12 counties in Wisconsin. None of them have occurred in Brown County. There 2 cases consistent with the Wisconsin outbreak strain outside of Wisconsin; one was in Michigan and the other was in Illinois. The source of these infections is still unknown. Wisconsin Department of Human Services and the Center for Disease Control (CDC) continue to investigate the outbreak. As far as the Zika virus disease, cases reported were 472. They are sending specimens down to the CDC and the State and they have all come back negative. Ann also indicates they are notified of new HIV cases. There is a nurse that works with Partner Services and they have cases of newly diagnosed HIV. They work with the individual, make sure they are aware of the services and encourage testing of their partners. They are also part of a group of infectious disease providers which talks about what is going on. If there is any information that is passed along to them from the State, they send out an email to those involved with infectious diseases.

**MCH – Vision and Hearing** - Colleen indicated Peter Denil from the Lions Club contacted her with a proposal to partner with them to use a device they have for vision screening. Last year in Brown County we screened 12,293 children for vision problems. They screened the targeted grades of 4K, 5K, first, third, and fifth. For hearing, they screened 7,267 children for hearing issues with the targeted grades of 4K, 5K, and first. They go into 70 different schools within Brown County. For hearing screening, they currently utilize an Audiometer, OAE (Oto Acoustic Emissions) and Otoscope. For vision screening, they utilize visual inspection of eyes, Snellen Eye Charts and a variety of other charts for different developmental levels and language barriers. They use a Random Dot E screening as needed when unsure about eye alignment issues. They do near vision chart by request and will screen for color vision by request. For years, and continuing to this day, the Snellen Eye Chart has been used to measure visual acuity; how "sharply" we see letters from 10 feet away. This is only one of a battery of tests utilized by eye care professionals, and the primary chart used in pediatric vision screenings. It is an industry standard but it is sometimes difficult to administer to small children. It can be subjective and is not foolproof.

The Lions Club had purchased 10 cameras for Northeast Wisconsin. It is a computer assisted Photorefractor / (auto refractor) which uses low level infrared light to the retina, taking 23 camera shots of the eye in less than 2 seconds. The measuring principle is based on photo-retinoscopy. From a distance of three feet (the camera lets the screener know if the distance is too far away or too close). An infrared light is projected through the pupils onto the retina. Depending on the refractive error, the reflected light forms a specific brightness pattern within the pupil. The assessment is non-invasive and the student feels nothing. The child simply sits down and looks into the camera. It takes the series of photos of the child's eyes using infrared light, all within no more than two seconds. By analyzing those images, it is able to determine if their vision is age appropriate and the device will instantaneously display the name of any likely problems. In just seconds, Spot provides immediate, comprehensive, and reliable screening results. A one-page summary can be printed, allowing for further analysis and informed decision making about the need for a follow-up examination and treatment by an eye care professional. Either the child will be in range or out of range and then the child should have a comprehensive eye exam by an eye care professional.

They piloted this in spring and just got the results back. Christine Davidson gave examples of the Photorefractor passing the child but their screen did not pass the child. They sent a letter home to the family and they did bring the child to the eye doctor and the child did get glasses. They also had passed a child on the charts but the Photorefractor said this child needed an exam and did indeed end up with glasses. It is not 100% but it is a screening tool.

Colleen demonstrated the Photorefractor on a member of the Board. Peter Denil from the Lions Club indicated they are screening the younger children right now. They have approached a medical college to be a research partner so we can do a validated research study and comparative analysis. Peter indicated it will screen 95% of the population. Their proposal is they would lease the camera to the County for a nominal fee. The County would have to pick up maintenance, if any. The cameras are about \$7,000-\$8,000 each.

Debbie Armbruster stated we just secured an adult immunization grant. They decided they wanted to work on influenza as it impacts not only the adults but the family as well. This is not giving vaccines. It involves going to entities which provide influenza vaccines and make sure they get the information in the Wisconsin Immunization Registry (WIR). She indicates they need to increase their adult influenza rate by 8%, which means 16,100 more adults need to get it in Brown County. A number of providers are not putting the information into the WIR and they will do a lot of promotion. They also need to update the deceased in the system. They also purchased some adult influenza vaccine for a very reasonable cost and will be giving out 500 doses at least.

Debbie also states they are having a This is Public Health Event and gives credit to Anna Destree for coming up with the idea and her entire department has embraced this. They have secured Shopko Hall on October 15<sup>th</sup>. Debbie indicates they are an unknown entity who does a lot for this community.

Debbie also reported that the Health Department will be having more mass clinics. By doing the mass clinics they don't have to ask for insurance information so they can give to everyone and they will reach more kids and adults. They have secured dates for mass clinics at St. Willebrord Parish, Back to School Store, Head Start Days and WIC program. They will also be giving immunizations at the "This is Public Health" Event. They will be meeting with schools to talk about being able to hold clinics in the schools. The State is encouraging them to work with the Aging and Disability Resource Centers. They have a great relationship with ADRC will meet to services.

Debbie states they recently started the ages and stages boards. The board goes through many different ages from 2 months to about 48 months. It goes through the social emotional part of it but also the developmental part of it. Their nurses go to local events to use the screening tools so parents are getting more knowledge about what their child can or cannot do. They score these questionnaires and then will refer to the appropriate source along with their primary provider. Mr. Schadewald asked if we offer immunizations to county employees and Debbie indicated not if they have health insurance.

## **7. Comments from the Public**

William Acker, 3217 Nicolet Drive, Green Bay, WI. Mr. Acker presented a critique of what Jim Crawford spoke about at the last Board of Health meeting which is an article from an industry and funded report by the American Wind Energy Association and the Canadian Wind Energy Association. These associations mission of this industry is to promote the growth of wind power. Bill submitted two critiques that were done on that document and Mr. Acker's own critique which mostly focuses on what constitutes a Nocebo Effect or Somatoform Disorders.

Jim Vanden Boogart, 7463 Holly-Mor Road, Greenleaf, WI. Mr. Vanden Boogart stated their group's concern and comments have to do with former Health Director Chua Xiong's decision regarding Shirley Wind, including her review of the documents submitted to her, and those who assisted her in that review. Mr. Vanden Boogart stated the statements being made on behalf of Brown County Citizens for Responsible Wind Energy (BCCRWE) and its members are based on the best information available to them, and they are not a personal attack against Chua Xiong or others involved but rather, their intent is to present evidence that demonstrates that Chua Xiong's conclusion regarding wind turbines and health concerns lacks validity and that her conclusion was based on a very flawed process by which submitted evidence was selectively reviewed and inconsistently weighed.

He states BCCRWE was very involved in submitting documents to Chua Xiong and the Board of Health, documents which, in their opinion, provided broad and compelling evidence demonstrating the known potential for adverse human health impacts from industrial wind turbines sited in proximity to human populations.

In support of the evidence submitted earlier by Susan Ashley in the "Blue Binder", he states they submitted additional credible evidence from world-recognized experts, including peer-reviewed papers, health impact studies of wind project residents, expert witness testimony from several recent court cases regarding health impacts from wind turbines, papers from professional acoustical conferences, and much more. He states these documents provided a full spectrum view of the evidence necessary to make the determination that wind turbines are known to have the potential to cause adverse health effects for some residents living in their environs. Jim continues that despite all of the evidence at her disposal, Chua Xiong concluded that there is not a relationship between wind turbines and health concerns, and therefore, concluded that the Shirley Wind turbines are not a human health hazard. It is their opinion that in arriving at her conclusion regarding Shirley Wind, Chua Xiong failed to perform her due diligence by failing to review the majority of the evidence submitted to her; failing to consider the entire body of evidence, electing to only conduct a literature review that employed highly restrictive selection criteria, and that was not based on any Board of Health directive or any requirement imposed on her, failing to apply her own self-limiting selection criteria to 3 of the 5 documents that she *did* select as *having merit*, while using those same criteria to reject *every* document submitted to her by experts across the globe demonstrating a relationship between wind turbines and health concerns, characterizing them as being "*without merit*" for one reason or another, failing to broaden her understanding of the issue by speaking with experts having extensive experience with, and knowledge of, the potential health impacts from wind turbines; failing to accept an offer from Richard James to set up a Skype discussion and an offer from Carmen Krogh to make a presentation, failing to speak with Board of Health members regarding their five years of experience dealing with the issues at Shirley Wind that led to their human health hazard declaration, failing to meet with BCCRWE who had been working with affected residents and researchers, failing to interview most residents who were affected, failing to spend any time in the abandoned homes, failing to select an individual to assist her who had the specific education or experience, failing to conduct her ongoing review process with transparency or accountability, failing to allow the Board of Health to review her findings or provide input, failing to publicly acknowledge her own repeated personal adverse health impacts experienced at Shirley Wind, failing to employ the precautionary principle to protect the health of Shirley Wind residents.

Mr. Vanden Boogart continues that after making her determination, Chua Xiong failed to answer questions posed by Board of Health Vice Chairman Dr. Jay Tibbetts at the January 12, 2016, Board of Health meeting, failed to make herself available to meet with interested parties, gave a PowerPoint presentation to the Human Services Committee that appears to have been prepared by Jeanne Hewitt, rather than herself, describing the process that was used to review documents and reach her conclusion. Mr. Vanden Boogart continues she failed respond to certain questions asked of her by Chairman Patrick Evans at the January 27, 2016, Human Services Committee meeting and answer questions asked of her by the public at the January 27, 2016, Human Services Committee meeting. Mr. Vanden Boogart states she failed to appear at the February 24, 2016, Human Services Committee meeting and March 8, 2016, Board of Health meeting. She further states Ms. Xiong resigned from office, effective March 18, 2016, making herself unavailable to respond to any of the many unanswered questions.

Mr. Vanden Boogart alleges that emails paint a picture of a Health Director, who found it difficult to find time to review the submitted documents, delegated much of the document review to Carolyn Harvey and relied on Jeanne Hewitt for direction in reaching her decision. He believes Ms. Xiong may have been influenced by a much-discredited document written by pro-wind propagandist Mike Barnard. It is Mr. Vanden Boogart's belief that Chua Xiong seemed to be more concerned about the cost and difficulty of winning a lawsuit than about protecting the health of Shirley Wind residents. BCCRWE is of the opinion that Chua Xiong failed the test of due diligence and that her conclusion is without merit, and should be formally dismissed. Mr. Vanden Boogart also believes several experts who have reviewed the documents and evidence that Chua Xiong had have come to the same conclusion, and have publicly stated their positions including Robert Rand, Jerry Punch, PhD, Stephen Ambrose, Steven Cooper, Paul Schomer PhD, Richard James, Dr. Robert McMurtry, and Carmen Krogh. Mr. Vanden Boogart states in these documents is a Professional Caution issued by Institute of Noise Control Engineers member Robert Rand regarding Health Director Xiong's disregard of his professional judgment regarding adverse health conditions at Shirley Wind. Mr. Vanden Boogart states BCCRWE is requesting that the Board review the facts presented and take the necessary steps to have former Health



Director Chua Xiong's determination regarding Shirley Wind formally dismissed, and to take action to protect the health of adversely affected Shirley Wind residents.

#### 8. Shirley Wind Health Complaints

Jim Crawford would like to hear the public at every meeting and the progress of the Shirley Wind story to keep apprised. Jim talked with Ben Schauer and Ben Jordan of Shirley Wind. He also talked to another neighbor. Jim states Ben Jordan was very open in attempts of Duke Energy to be a good neighbor. He states whether you believe in the infrasound theory or you believe in the Somatoform disorder theory that the Canadian medical team put together, there are parts that overlap. He states one is noise. Noise you can hear above the audible range. Another is flicker. He states Duke Energy shuts down the turbines as best they can when flicker is hitting a house or chicken coop if people complain about it. Jim was curious why some turbines were shut off during a great wind and that is the reason. Jim also states that Ben Jordan told him that the Town of Glenmore with Duke Energy evaluated many of the neighbors for stray voltage last year. Jim continued they found two did have stray voltage. He states Duke Energy went further and had two different electrical companies look at each of the 13 sites and asked the electricians to figure out what was the cause of the stray voltage. On a farm that had stray voltage and in the record as a complainant, the stray voltage was from a faulty switch in his barn which would easily account for loss of milk production. At a second site, which was Ben Schauer's, they also found stray voltage. Jim indicated Ben stated his sons had panic attacks and his wife sleeps in the basement because she can't get good sleep on the second floor where their bedroom is located. Ben also said he is not affected by whatever it is that is affecting his wife's sleep and his son. He has three children and his middle one is not affected. His older son is affected and he thinks the youngest one may be having some panic attacks. Ben had an electrician come in and it was determined that the fuse box was improperly grounded in the basement of the house and he had it fixed. They were getting shocks in the house. Jim believes you have to go case by case in this controversy between the two theories and update the stressed population. He believes it is a good idea to do stray voltage studies on an on-going basis. Jim states Ben really supports a study of these two theories and he knows it will take time.

Jim states in the Canadian study they state it's a somatoform disorder and it is alleviated by a course of psychotherapy much like you treat a soldier with PTSD coming back from Iraq. Jim states he talked to his neighbor who lives in a new house next to the turbines. Jim states he has had these problems. He is in the record and his doctor suggested this course of treatment which would solve his problems. Jim will keep investigating individual cases if they come forward on the public record. He states the Board needs to pursue an outline for a study and then get the cost of it and they need to do it now. He thinks that is the Board's next step.

Richard Schadewald wondered how we are receiving complaints. He also states we should continue to receive new information.

MOTION: To suspend rules to hear from interested parties

Schadewald / Crawford

MOTION CARRIED

Ben Jordan from Duke Energy states they have a claim resolution procedure with the Town of Glenmore. Each month they document all the complaints that come into Shirley wind, how they can adjust them and they are on file within the Glenmore Township.

Jim Crawford stated while he was there, a flicker complaint came in from Cindy Ossman who is the Clerk of Glenmore. It wasn't on her kitchen window. It was on the corner of her house. Ben recorded it and within 7 days had to tell the Town of Glenmore of a complaint. Jim believes that a computer is adjusted so that the turbine turns off when the sun is at that exact position throughout the year. Richard Schadewald asked Ben Jordan if that was correct. Ben Jordan stated, "There is a computer model algorithm that goes into where the alignment from the sun to the turbines to the home is. We are able to go and adjust those times as needed." Ben states there is a complaint resolution procedure with the Town of Glenmore.

Jim Vanden Boogart stated the complaint resolution procedure is probably outlined in the condition use permit. Jim states shadow flicker that is not a big part of the discussion. Jim wondered if Duke Energy proactively goes out and seeks opportunities to adjust their algorithms to make sure that doesn't happen. Last year he logged an abundance of shadow flicker on homes. It seems to be only in response to complaints.

Barbara Vanden Boogart stated shadow flicker isn't usually associated with medical problems, however it does cause and create medical problems for some individuals. There was a complaint in Shirley Wind Project by one of the residents, who no longer lives in her home, of her getting migraines from shadow flicker that was coming into her kitchen window on a regular basis. She is not alone in having migraines triggered by a flickering light. There were videos done on shadow flicker and they are posted on line.

Bill Acker, Nicolet Drive - Bill stated the Town of Falmouth, Massachusetts has been fighting over the illnesses from two wind turbines installed by the town. When they had the health effects, the alderman immediately took a vote and agreed to take down the wind turbines. The town found out they had to raise taxes in order to remove those units which the town objected so they put it to a town vote. The vote was not to take them down. The families that were ill sued the Town of Falmouth, Massachusetts and the town zoning board reviewed that process and agreed that the people's illnesses were credible. They decided to take down the first of the two. The second wind turbine, which came on line about a year later, is going to go through that same process. For Wind 1, the town zoning board decided to take it down and decided that the people's illnesses were credible.

Jim Vanden Boogart said he checked the low frequency measurements there in the IFLN study and they were down 2.7 hertz and it is in the 0-1 hertz range where people are susceptible to low frequency. He states that's the peak nausogenicity range. At Shirley Wind it was down to .5 maybe a little less at times. Falmouth was .7. The acousticians that tested there, Ambrose and Rand, one of which tested here to, happen to be sensitive individuals to that and they both got sick at Falmouth. Jim states when Rand tested at Shirley with PSC he got sick and it took him a couple weeks before he felt better because he was in the project for three straight days. He stayed overnight in the homes to personally see what would happen to himself. He suffered for that but that was his testimony and it is in a peer reviewed document.

Sandy Johnson, 1893 Wayside Road, Greenleaf Wisconsin. Sandy has two PDF's from Jim that now hosting landowners are stepping forward in Texas. There are two hosting landowners who have filed lawsuits on Duke and in terms of the effects on them and their families. She has spoken to people in Blue Skies Green Field. Sandy called a man who has three wind turbines on his land. He inherited them from his father. She asked him if he was concerned about saying things publicly. He said he was not afraid because they committed fraud by saying it would sound like the hum of a refrigerator and it is not going to be a health issue. Sandy did not want to give his name. She states it isn't just Shirley Wind. It is in other areas of Wisconsin as well.

MOTION: To return to the regular order of business

Schadewald / Van Deurzen

MOTION CARRIED

**9. Discussion on Duke Energy's Annual Payment of \$26,000 to Brown County**

Jim Crawford thinks Duke Energy pays the County \$26,000 a year and the Town \$26,000 and believes there is money divided up for residents within a half mile. Jim thinks the Town of Glenmore could use the County's \$26,000 to solve or investigate this problem. Mr. Schadewald stated this money was not part of a contract. It is a voluntary payment. It goes into our planning and development budget with no specificity. Mr. Schadewald inquired and was told it was already put in the 2016 budget. He pointed out that we are going into the 2017 budget and is there another use for this money.

Jim Vanden Boogart indicated it was in the conditional use permit between Duke Energy and the Town of Glenmore. It is required to be paid for the life of the project. It is \$4,000 per megawatt, 1/3 to the town, 1/3 to the residents within a half mile, 1/3 to the County. The County is going to get it forever, no matter what.

Jim Crawford indicated that we have kicked around a study between these two theories by a medical organization or whomever and wondered if there were other ideas to help the situation. One thing might be one of the Board of Health members goes forth and talks to an expert group that might conduct a study to answer some of the questions between the two theories, which is more valid. Richard Schadewald indicated the starting point is "does the Board of Health want to ask Brown County to allocate the \$26,000 in the 2017 budget for our utilization?" Jim indicated he was giving some possible uses of the money that might be more helpful than putting it in the county budget. Jim has heard that a study could cost a million dollars. Some answers are key and they might be obtained if the seed money is used to possibly get a federal grant that might be very useful to a research group to assign a grad student to do this. That is option 1. Option 2 is return some or all

to the Town of Glenmore as a compliance fund so they could hire a local retired electrician to go around and look for stray voltage and maybe update symptoms. It could be used to pay co-pays that the town could be divided to the people who are getting this treatment in theory B. It could be used to hire a small claims attorney to handle small claims courts violations of the permit. Jim thinks the Town would decide what to do with the money. But we would just stipulate that it has to be used to help the wind turbine issue. Their uses of the money are more useful than going into the county's budget. Richard Schadewald indicated that what he is looking for first is, does the Board of Health feel comfortable asking Brown County to allocate the \$26,000 that Duke Energy gives us as an annual payment that for use in our efforts to resolve the Shirley Wind Farm health concerns.

MOTION: The annual payment by Duke Energy to Brown County is allocated to the Health Department and Board of Health for towards resolution of the Shirley Wind Health Concerns. Schadewald / Van Deurzen

MOTION CARRIED.

10. **Correspondences** - Jay Tibbetts has two letters. Carmen Krogh sent him a letter to submit to the Board. He has also been in communication with a guy named James Prostman who has unique skills in reading and understanding reading mechanism and cognitive behavior.

**11. Interim Director's Report**

Debbie indicated Dr. Tibbetts wanted a report on the hiring of the Director position. Debbie said there are 11 applicants and they were working on setting up interviews. Dr. Tibbetts also wanted Debbie to give what the requirements are for a Health Director. We are a Level 3 Health Department and it would be according to what the Level 3 requirements would be. He also wanted to know about the move. Debbie indicated that the state lab person did submit their requirements for the lab and now Facilities Management has to secure a contractor to make a bid as far as what those costs will be. They are putting an RFP to hire an architect. To her knowledge they have not received it. The County Executive is looking at all possibilities.

Richard Schadewald states the whole thing is about reducing the footprint. So they don't want to acquire any new property. It is a constantly evolving plan. Does it make sense? Do we spend \$80,000 or put them somewhere in our current property for less than \$80,000.

**12. All Other Business Authorized by Law**

Richard Schadewald heard a story about needles in parks down in Neenah and wondered if we had a policy and he wanted the board to know we are on top of it. Debbie stated Ann Steinberger got containers for most of the parks and is working on a policy for them.

**13. Adjournment / Next Meeting Schedule**

MOTION: To adjourn meeting

Crawford / Van Deurzen

MOTION CARRIED

**NEXT MEETING:**

July 19, 2016 5:00 PM

*MINUTES*  
**AGENDA**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, June 20, 2016, 3:30 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**

**MEMBERS PRESENT:** Ann Hartman – Chair, Sup. Andy Nicholson – Vice-Chair, Tom Deidrick, Corday Goddard, and Andy Williams.

**OTHERS PRESENT:** Robyn Hallet, Matt Roberts, Pat Leifker, MacKenzie Reed-Kadow, and Stephanie Schmutzer.

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the May 16, 2016 meeting of the Brown County Housing Authority.

A motion was made by A. Nicholson and seconded by C. Goddard to approve the minutes from the May 16, 2016 Brown County Housing Authority meeting. Motion carried.

**COMMUNICATIONS:**

2. Letter from HUD dated May 26, 2016, regarding increased proration of HCV administrative fees.

R. Hallet explained that a letter was received by HUD informing the Authority of the increase in the proration of the Administrative Fees to 84 percent. This is much better than the 79 percent last year. A. Hartman asked if it will continue to increase. R. Hallet responded that based solely on fact that there have been four increases in the past year; she suspects it may continue this pattern.

A. Nicholson asked for further clarification. R. Hallet explained that the Authority receives Administrative Fees for each Voucher that is issued. A. Williams clarified that these are fees paid to the Authority, not fees the Authority pays out.

3. Letter from HAI Group from June, 2016 regarding dividends received.

R. Hallet explained that HAI Group is our insurance provider who occasionally pays dividends to members. We received a dividend of \$128.84.

A Nicholson made a motion to receive and place on file, seconded by A. Williams. Motion carried.

**REPORTS:**

4. Report on Housing Choice Voucher Rental Assistance Program:
  - A. P. Leifker reported that for the month of May there were 218 preliminary applications received.
  - B. Unit Count  
The unit count for the month of May was 3,197.
  - C. Housing Assistance Payments Expenses  
The HAP expenses totaled \$1,333,327.

D. Housing Quality Standard Inspection Compliance

There were a total of 416 inspections, of which 255 passed the initial inspection, 58 passed the reevaluation, 80 resulted in a fail, and 23 were no-shows.

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

P. Leifker reported on the data from April, stating that now that ICS has a new Accountant on board, they are catching up on these reports. For April there were 220 port outs with an associated HAP expense of \$195,526. ICS was overspent by \$14,288 and the FSS program was underspent by \$2,552.86.

F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)

M. Reed-Kadow reported that for the month of May, there were 81 participants enrolled in the FSS program. Of that number, 56 participants are at level one, nine are at level two, nine are at level three, and seven are at level four. There were seven new contracts established, one graduate, 33 open escrow accounts, and 53 homeownership clients.

M. Reed-Kadow shared an FSS success story of one of the participants: This participant is a single mother in her early 50's in her first year of the FSS program. She never thought she'd go back to school, but she recently shared that her participation in the FSS program has given her the confidence she needed to go back to school and she enrolled into a Medical Assistant Program at NWTC.

A. Williams commented that there were a lot of new participants that signed onto the program. M. Reed-Kadow agreed, stating they are working aggressively to increase program participation.

G. VASH Reports (new VASH and active VASH)

P. Leifker reported that there were no new VASH clients for the month of May and there are 28 active participants in the VASH program.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

P. Leifker stated that for the month of May there were 3 new investigations assigned, 1 previous investigation was closed, and 11 remain active. There were 113 applications processed, all of which were approve. He then displayed the charts of the initial applications for May broken down by municipality, showing the greatest number of application from residents of the City of Green Bay, followed by De Pere. Fraud Investigation by Municipality was similar, with the majority occurring in Green Bay and one in De Pere.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

5. Discussion and approval of use of additional administrative fees due to increased proration.

R. Hallet referenced the above communication from HUD about the proration, stating that HUD is backdating the proration to January, 2016, which amounts to \$48,000 to the Authority. This is added to the Authority's Administrative Reserves which are already quite high. The contract between the Authority and ICS is based on ICS's actual expenses, so none of these additional fees go to ICS for their day-to-day work to administer the HCV program. R. Hallet is proposing that some of these fees be passed along to ICS and invited M. Roberts to speak about this.

M. Roberts indicated there are two areas he would like to address: Employee salaries and an upgraded phone system. He explained that salaries at ICS are low, and in fact ICS recently lost one of their best Housing Specialists to the Green Bay Housing Authority for a salary that ICS cannot compete with. The average wage for a Housing Specialist is \$16.11 per hour and the Customer Service Representatives average \$13.23 per hour. His request is to increase wages of the 16 employees by \$1 per hour, totaling \$33,000.

Regarding the phone system, M. Roberts had mentioned in previous meetings that the ICS phone system is unsupported and needs to be upgraded. The quote for the upgrade is \$5,795.

M. Robert's request is for a total of \$39,075 of the \$48,000 lump sum the Authority received for the proration increase for January through March. S. Schmutzer clarified that the rest of the proration after March will be made via the regular monthly disbursements from HUD throughout the year. This is the second lump sum received this year, in addition to \$17,000 that was previously received.

M. Roberts explained that the ICS budget for this year was based on 79 percent proration, which is a significant difference from the current proration factor of 84 percent.

R. Hallet attested that ICS has done a great job of retaining staff in the past two or so years, but prior to that, there had been a lot of turnover. Each time there is a loss of a staff member, it has a significant impact on the program. As Housing Administrator, R. Hallet supports the request in order to retain the good staff they have worked hard to train.

A. Nicholson asked if M. Roberts budgeted for this. M. Roberts reiterated that this was not budgeted, since the budget was based off of 74 percent proration and thus salaries had to be kept low. The fact that the proration was at 79 percent already put ICS under the amount received by HUD and now the proration is at 84 percent, a significant difference. A. Nicholson asked if ICS has any reserves they could use for this salary increase. S. Schmutzer explained that there cannot be reserves because the contract calls for any excess to be refunded to the Authority at the end of each year. She further stated that last year ICS returned over \$50,000 of unused funds, explaining that the Authority pays ICS the full amount in the budget and then if the expenses are lower, they have to refund it to the Authority. This is the reason for ICS's request today, because there is not a way for them to retain any excess funds. M. Roberts clarified that when he created the budget, he did so conservatively at 74 percent proration; otherwise, he would have budgeted for increases, but he tried to keep expenses very minimal so as not to exceed the proration.

T. Deidrick expressed that as an Executive Director of a non-profit himself, the wages ICS pays are low and they are going to experience ongoing turnover because staff won't have to go very far to get a better wage. He expressed that non-profits' salaries are always lower than the market rate, but they need to try to stay competitive to retain quality staff.

A. Nicholson asked if there are any salary comparables. M. Roberts responded that he doesn't have any comparables specifically for the work they do, because most other PHAs administer the program directly which allows for government wages and benefits. Looking at other non-profits isn't a true comparison either because others don't focus on the HCV program as ICS does. A. Nicholson expressed that it is not a good practice for organizations to adjust their budget mid-way through the year. Especially without having comparables, the increase can't be substantiated. He further asked how many staff left in the last three to four months, to which M. Roberts answered there was one. In regards to adjusting the budget, M. Roberts again reiterated that when the budget was created, the projection was for a 79 percent proration factor, so the budget was created conservatively at a 74 percent proration. There was no way to predict at that time that extra funding would become available. A. Nicholson stated he'd like to see what happens in six months with this position.

T. Deidrick stated that when he plans his organization's budget, he plans very conservatively, because salaries and benefits are the largest item in the budget. He recognizes that is what is being done here. He suggested that a bonus could be provided at the end of the year to the staff that are doing well. He suggests we look at this issue again in November.

A. Williams inquired for more information about the phone upgrade. M. Roberts explained that their phone system is about 15 years old and is no longer compatible with the operating systems in use today. Its service is also unsupported for this reason, so if something goes wrong, ICS will be left without an operating phone system, which would be devastating to the program's clients. This was discussed last year and being conservative, ICS stretched the use of the existing system as much as they could. He originally thought the cost would be closer to \$9,000, but learned they can keep the same phones and just replace the server, which lowers the cost to \$5,795.

A. Williams requested to clarify if ICS is funded upfront for the 74 percent. S. Schmutzer again explained that nothing is provided upfront. Rather, the budget is set by ICS, approved by the Authority, and then paid out in 12 monthly payments. Any excess given to the Authority by HUD stays with the Authority. Likewise, if ICS saves on their budget, that is reimbursed from ICS back to the Authority at the end of each year. For example, last year ICS realized a savings in their health insurance costs and ended up paying \$50,000 back to the Authority because they didn't spend it.

A. Williams responded that he doesn't have an issue with the phone system being upgraded, but he'd like to see ICS get some other bids to see what other vendors could offer. As for the salaries, he'd like to table that discussion to next month, when we were planning to bring back the discussion of an additional position at ICS.

C. Goddard asked to clarify that if the Authority didn't approve this request, there would be an extra \$48,000 put into the reserves, for which the Authority is already on the hot list for not spending. S. Schmutzer clarified that there are two separate reserve accounts – one for Housing Assistance Payment (HAP) and another for Administrative fees. The one that the Authority is on the hot list is for the HAP reserves, whereas this proration backpay would go into the Administrative Reserves.

A. Williams asked when there will be another proration adjustment. R. Hallet explained that HUD does adjustments at their own discretion and it is nationwide, not per Housing Authority. S. Schmutzer further stated that if there are excess funds HUD may decide to redistribute them by increasing proration. R. Hallet added that HUD recognized that the 74 percent proration over a year ago was extremely low, but it was based on the amount that Congress allocated to this program; as HUD saw that they had extra funding, they decided to increase the proration. She further stated that we have a unique situation here: in most jurisdictions the Housing Authority administers the program themselves and would have the discretion to use the funding as they saw fit. In our case, the Authority contracts with ICS and that contract doesn't permit ICS the flexibility to use any extra funding received by HUD.

A. Nicholson made a motion to wait until November to look at this again, stating that ICS has already re-filled their vacant position, so this will allow time to look at this position. R. Hallet asked for clarification of what he would hope to see at that time, to which A. Nicholson responded that it would allow an opportunity to see if that new hire quits because of wages. S. Schmutzer offered that comparables could be provided, to which A. Nicholson agreed. R. Hallet reiterated that ICS has been fortunate in retaining staff in the past few years; they have been working hard to increase employee morale in non-monetary ways, however everyone needs to earn a living and employees always appreciate being rewarded for their work.

A. Williams seconded the motion. He then asked that this motion be strictly to the request pertaining to the salary increase. T. Deidrick abstained from the vote. Motion carried.

In regards to the request for the phone system upgrade, M. Roberts stated that he is willing to obtain another bid, but wished to clarify that the existing quote is from the current vendor who is familiar with the present phone system and helped patch it as needed. Bringing in a new vendor would completely change the system. A. Williams suggested that an additional bid would demonstrate if the current vendor is in the proper price range, and ICS wouldn't necessarily have to go with the lowest bid.

C. Goddard motioned that the approval for use of the additional administrative fees toward an upgraded phone system be tabled for one month to allow ICS to obtain an additional quote, seconded by A. Williams. T. Deidrick suggested M. Roberts could call him later to discuss other vendors he could look at. Motion carried.

6. Approval of Chapter 2 (Fair Housing and Equal Opportunity) and Chapter 8 (HQS & Rent Reasonableness Determinations) of Administrative Plan.

R. Hallet explained that HUD recently released a Notice that allowed for streamlining of various regulations. Staff reviewed these and decided upon two that they would like to incorporate, which are addressed in these two chapters. The first is in regards to allowing a Voucher Payment Standard of up to 120 percent of the Fair Market Rent as a reasonable accommodation for a person with a disability. Previously, such requests could only be approved by HUD; in a previous temporary streamlining provision, HUD delegated this authority to PHAs. The temporary streamlining provision expired and HUD is now making this provision available permanently to PHAs who choose to adopt it.

In regards to Chapter 8, R. Hallet reminded commissioners that about two years ago we had to cease charging landlords for re-inspection fees because such charges were not permitted by HUD. One of the new streamlining provisions now allows for such re-inspection fees, so the request is to bring the language back into the administrative plan. R. Hallet explained this would allow for a \$50 fee for a second re-inspection, and \$100 for a third re-inspection or other subsequent inspections.

A. Williams asked M. Roberts how this would affect relations with landlords. M. Roberts expressed that when fees were assessed, it ensured that units were held in compliance and that participants were not renting units that are substandard. He added that this adds accountability to the overall program. A. Williams asked how this affects ICS's bottom line, stating ICS bears the cost for re-inspections, so inquired if these fees would stay with ICS. M. Roberts indicated that is still unclear especially in light of a recent webinar held with ICS's software provider, which is looking to add to the software the ability to withhold fees from landlords, which would ease the collection of such fees. However doing so affects the HAP funds, so there's no increased revenue in that sense. S. Schmutzer asked if such fees are federalized, to which M. Roberts responded that he did not know. S. Schmutzer said that will make a difference because if it is federalized, then it's not money that is free to use on anything. M. Roberts expressed that if that were the case, they would have probably said so.

A. Williams made a motion to approve the changes to Chapter 2 and Chapter 8, seconded by C. Goddard. Motion carried.

7. Approval to renew agreement with Catholic Charities for reimbursement of pre and post homeownership counseling for Housing Choice Voucher Homebuyers.

R. Hallet reminded commissioners that the Authority has an annual contract with Catholic Charities allowing them to provide the homeownership counseling for Housing Choice Voucher



homebuyers and to be reimbursed by the Authority for the counseling. The annual contract is up for renewal.

A. Nicholson made a motion to approve, seconded by A. Williams.

C. Goddard asked if what has been done so far is effective. R. Hallet stated she has not heard from Catholic Charities directly and asked M. Reed-Kadow if any HCV homebuyer clients have shared any information. She responded that both NeighborWorks and Catholic Charities provide homeownership counseling and it may be about half and half as to where the client chooses to receive that counseling. R. Hallet added that homeownership counseling is required, but the choice of where to receive it is up to the client. The homeownership counseling itself is indeed very educational to the clients.

Motion carried.

8. Approval to amend BCHA bylaws to add section regarding unexcused absences from meetings.

R. Hallet expressed that she spoke to A. Hartman as the Chair and they agreed that unexcused absences in excess of three in a 12 month period of time seemed reasonable and should that occur, the Authority could seek to replace the commissioner.

A. Nicholson inquired as to what brought this on. R. Hallet responded that it was in fact A. Nicholson's continued absences from the meetings. A. Nicholson stated he always called in, which R. Hallet agreed but stated it resulted in a lack of a quorum at least once. A. Nicholson then inquired about the other two commissioners who were absent that time. R. Hallet reminded him that C. Goddard had a previous commitment that he informed the Authority about at the prior meeting and T. Deidrick had a medical emergency for which he called from the hospital to report his absence. A. Nicholson inquired if his work obligations are not excusable reasons, to which R. Hallet responded that the Authority meetings are set as the third Monday of every month, so commissioner and staff can plan for them. A. Nicholson then expressed that he had requested changing the time and that R. Hallet was resistant. R. Hallet responded that the time was in fact changed for him, but A. Nicholson stated he wanted it at 5:00 pm. R. Hallet stated that it was he himself who had suggested the time of 3:30 pm, which A. Nicholson agreed but said 5:00 pm would be easier for him. R. Hallet responded that there are also other commissioners and staff besides him. A. Nicholson suggested that another time be considered, perhaps the morning.

C. Goddard expressed that when he was asked to serve on the Authority, he was told that he must be able to make the 3:00 pm meetings on the third Monday of each month. That was his understanding upon joining the committee. R. Hallet concurred, saying that if a prospective commissioner cannot make the date and time of the meeting, perhaps this Authority isn't the best fit for that person.

A. Williams asked who determines an unexcused absence. R. Hallet stated this is unclear; she looked in Roberts Rules of Order as well as the State Statutes, but didn't find an explanation for this.

A. Hartman expressed that the main concern is the lack of a quorum, to which R. Hallet agreed but also added that consistency for knowledge of the topics discussed is also extremely important. A. Williams asked how C. Goddard's absence was different from A. Williams, if both were told of the importance to attend the meetings. C. Goddard responded that he is present all the time and hardly ever misses a meeting; he arranges his work around them. A. Nicholson

stated he makes 50 percent of the meeting, implying this was sufficient. R. Hallet agreed with C. Goddard's response stating the difference is the number of meetings that A. Nicholson misses. A. Williams then asked if every absence is unexcused, which R. Hallet refuted and asked the commissioners for input as to what should constitute excused versus unexcused absences. A. Nicholson suggested this item be held for one month to allow him as the Vice-Chair to discuss it with A. Hartman as the Chair.

A. Hartman again expressed the concern is having a quorum at the meetings, without which there are delays in action on agenda items. A. Nicholson asked why a special meeting wasn't then called. R. Hallet explained it wasn't necessary because there wasn't anything from the April meeting that was time sensitive, so the decision was made to hold the items until the May meeting. This however resulted in an agenda for May that was longer than usual but with a shortened time to discuss the items because the meeting time was moved half an hour later. As a result, the Authority had to rush through some agenda items and table others entirely so that we could end in time for the next meeting scheduled in the room to begin. Consequently, there are some items on today's agenda that initially should have been addressed in April.

The motion to hold the meeting for a month was seconded by A. Williams. He also expressed that some direction should be given as to what constitutes an unexcused absence. There was general consensus that this needs to be defined.

Motion carried.

#### **INFORMATIONAL:**

##### **9. Review of Housing Choice Voucher section of Lead the Way training.**

The Authority members reviewed the questions from the quiz from the HCV section of the Lead the Way training.

##### **10. Reorganization of Community Services Agency.**

R. Hallet explained that the City of Green Bay completed a reorganization of the Community Services Agency, of which she and S. Schmutzer are staff. Essentially, the Economic Development Department and Community Services Agency have merged; resulting in a new department entitled the Department of Community and Economic Development. Kevin Vonck is the director of the new Department and the City is in the process of hiring an Assistant Development Director, who will serve as the Secretary and Executive Director of both the Brown County and Green Bay Housing Authorities. Previously those roles belonged to the Director of the Community Services Agency. A. Hartman asked how long it will take to fill the position of Assistant Development Director. R. Hallet stated that the position has been posted for several weeks, but she is not aware of the current status of the position.

A. Williams inquired as to why this change was made. R. Hallet responded that her assumption for why the Assistant Development Director position was created is because with the combining of the two departments, the workload would have been too great for one director.

A. Nicholson asked about the pay for the position. R. Hallet stated she didn't recall exactly, but was guessing it was in the \$70,000-\$80,000 range. A. Nicholson then requested a copy of the job description. He also inquired as to R. Hallet's position. R. Hallet responded that she is the Housing Administrator for both the Green Bay and Brown County Housing Authorities. A. Nicholson asked for further clarification regarding the creation of this position. R. Hallet explained that R. Strong had been the long-time Director of the Community Services Agency, after which K. Flom was the Director for about a year. After Director Flom resigned, Mayor

Schmitt decided to hold the position vacant while he discussed possible changes with senior staff. One possible change was merging the Economic Development and the Community Services Agency, however, her understanding was that the workload and responsibilities of the combined departments would be too much for one director and thus the City determined that an Assistant Development Director position should be added. He further inquired if any positions were eliminated, which R. Hallet explained that the position of Director of Economic Development was eliminated.

#### 11. Discussion of Daily Caller News Foundation article.

R. Hallet stated that A. Hartman shared this article via email back in March. She explained that the article spoke of the successes of a Housing Authority in Delaware, which is part of the Moving to Work program. R. Hallet explained that Moving to Work is a program that PHAs at one time had the ability to join, which would provide extra flexibility in the local use of the federal HCV funds. The intention was for HUD to examine how PHAs chose to modify the program and if there would be some practices that should be applied federally. The PHA in the article applied more work requirements to program participants and the article seemed to indicate there were positive results in that program participants were more likely to be employed.

R. Hallet went on to explain that HUD recently announced a Moving to Work expansion program. HUD is currently working with an advisory committee to determine how PHAs will be selected to participate and the evaluation of the expansion. HUD wants 100 more PHAs to join Moving to Work by 2020 and then HUD would use the information gained from those PHAs to improve the program federally. R. Hallet offered that the Authority may wish to consider participating. She said HUD is not yet accepting applications but expects the Notice to apply would be released in fall. A. Hartman asked if applying and participating would result in a lot more work, which R. Hallet stated she expects it would be, but that there could be great benefits. Benefits could include the ability to modify the program locally to operate the way we would like it to operate. For example, her predecessor explored ways of implementing time limits for participants who are not employed or furthering their self-sufficiency, but was unable to do so because such restrictions are not permitted by federal regulations. Disadvantages to Moving to Work participation would include additional staff time and the need to administer employment readiness programs and tracking client participation in such programs. It would be similar to Family Self Sufficiency.

C. Goddard stated that the 1990's Welfare to Work programs is now criticized as being excessively harsh and not very productive. He is not aware of such programs being an effective way to manage poor people trying to find housing. A. Williams agreed expressing that perhaps this would incorporate more ways to help such individuals obtain and maintain employment.

R. Hallet added that it seems HUD does not have very good data from the existing Moving to Work agencies as to the effectiveness of their local policies. Her understanding is that program evaluation will be a much bigger part of the Moving to Work expansion program.

S. Schmutzer stated that with Moving to Work, all participants are automatically enrolled, which is a difference from FSS. Discussion ensued about persons with disabilities being exempt, which R. Hallet agreed but expressed there are other program modifications that could apply program-wide and gave the example of the Chicago Housing Authority, a Moving to Work agency, doing biennial inspections before that policy was made available federally.

A. Hartman suggested that we should look into Moving to Work further and would like to see the Authority apply. She requested that R. Hallet keep the Authority informed of further

developments with this expansion program and if it's going to be a lot of extra work, that it be brought back to the Authority to discuss further.

12. Comparison of HQS vs. UPCS

R. Hallet stated that, as was requested at the last meeting, a comparison was provided of the current Housing Quality Standards and the possibly upcoming Uniform Physical Condition Standards. She also stated that ICS did submit the request to HUD for the Authority to be considered in the demonstration program. M. Roberts summarized that UPCS uses a weighted system as compared to the pass/fail system of HQS. A. Nicholson stated he thought this was provided a year ago and asked if there are going to be changes. M. Roberts reminded him that, as was discussed in the previous meetings, HUD is going to be running a demonstration program to determine if this is a change they will make nationwide. He stated that we should know in July if we've been accepted to participate in the demonstration.

A motion was made by A. Nicholson and seconded by A. Williams to receive and place on file. Motion carried.

**BILLS:**

S. Schmutzer indicated that included in the bills is one to VandeCastle Law for the small claims action for fraud activity. A. Williams asked how much the Authority pays VandeCastle, which S. Schmutzer responded we pay the standard \$150 per case.

A motion was made by C. Goddard and seconded by T. Deidrick to approve the bills. Motion carried.

**FINANCIAL REPORT:**

S. Schmutzer indicated we are starting to ask for more of our HUD-held reserves, which will mean our leasing up efforts have been effective.

A. Nicholson motioned to receive and place on file, seconded by T. Deidrick. Motion carried.

**STAFF REPORT:**

13. Status of Housing Interns.

R. Hallet reported that the recent intern C. Murphy resigned due to graduating and getting a full time job; we have a new intern starting next week.

14. Date of next meeting: may be cancelled, or if needed, July 18, 2016.

R. Hallet explained that we generally like to give the commissioners a month off in summer; however, there is the consideration that last month the Authority had chosen to table until July the discussion of the request to use administrative reserves to hire an additional position at ICS. A. Nicholson indicated he'd also like to see more discussion next month regarding agenda item #11. Also it was mentioned that ICS's request to upgrade their phone system needs to come back next month as well as reporting if the Authority was selected by HUD to participate in the UPCS-V demonstration. For these reasons it seems the July meeting is indeed warranted.

Motion to adjourn made by A. Nicholson, seconded by A. Hartman seconded. Motion carried. Meeting adjourned at 4:45 pm.

RH:jd

**PROCEEDINGS OF THE BROWN COUNTY  
LOCAL EMERGENCY PLANNING COMMITTEE – LEPC**

Pursuant to Section 19.84, Wis, Stats. A meeting of the **Brown County Local Emergency Planning Committee** was held on Tuesday, July 12, 2016 @ 13:30 at Brown County EOC.

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PRESENT: Justin Steinbrinck, Leon Engler, Russ Phillips, Kent Caelwaerts, Jeremy Klingbeil, MSG John Craemer, Mike Schoen, Steve Johnson.

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- CALL MEETING TO ORDER:

The meeting was called to order by at 13:33.

- APPROVAL OF AGENDA:

**A MOTION WAS MADE BY RUSS PHILLIPS TO APPROVE THE AGENDA. LEON ENGLER SECONDED. Vote taken, MOTION CARRIED UNANIMOUSLY.**

- APPROVAL OF MINUTES:

**A MOTION WAS MADE BY LEON ENGLER TO APPROVE THE MINUTES. STEVE JOHNSON SECONDED. Vote taken, MOTION CARRIED UNANIMOUSLY.**

- LEPC ROUND TABLE:

- Mike Schoen reported that an “oxidizer” was coming back on-site, and wanted to make sure its installation and awareness is handled properly, including making GBMFD and LEPC aware.
- Steve Johnson reported that Public Health’s new grant year began on July 1<sup>st</sup> and includes the three capabilities of Volunteer Management, Non-pharmaceutical interventions, and medical patient surge.
- MSG John Craemer of the 432<sup>nd</sup> CAB spoke about their desire to be involved in any training opportunities for his crew—please keep them in mind.
- Russ Phillips reported on SuperValu’s active shooter training which went wekk. SuperValu had a fire in a heater in their garage—overall it was a minor event. Additionally, a semi ran into a telephone pole leading to outages, some of which lasted three weeks in portions of the affected area of the business.
- Justin Steinbrinck reported out that much of his time in the EM office has been spent dealing with severe weather and properly educating the public on the outdoor warning sirens.

- COMMITTEE REPORTS:

- A. EXECUTIVE COMMITTEE

- No report.

- B. PUBLIC INFORMATION AND EDUCATION (PIE) COMMITTEE

- No report.

C. PLANNING COMMITTEE

- After May's meeting which involved showing the events of the West, TX Fertilizer Plant disaster, there was a follow-up on this story, and a video of a national news report was shown talking about how this event was now being deemed a criminal act.
- A conversation then ensued following the video talking about how we deal, locally, with potentially unstable employees in areas of hazardous materials. Mike Shoen spoke to keeping a good eye on employee's attitudes and demeanor on a consistent basis. There was talk of using the EAP for helping good employees who are in need.

• OTHER REPORTS:

A. ARES/RACES UPDATE

- No report.

B. RECENT SPILLS

- May 20, Jay-Mar Trucking, Diesel Fuel, 15 gallons
- May 23, Construction Resources, Asphalt, 2100 gallons
- May 26, Unknown, Diesel, Unknown
- June 1, Insight FS, Diesel, 10 gallons
- June 6, Harters Garbage Truck, Hydraulic Fluid, 100 gallons
- June 15, RR Donnelley, Gasoline, 15 gallons
- June 22, Larry Stahl, Tonet Road, Liquid Manure, Unknown
- June 25, WPS, Mineral Oil, 20 (units?)
- June 28, Pagels Ponderosa, Manure, 5500 gallons
- July 1, Bella Dew Farms, Manure, Unknown
- July 9, Unknown, Manure, Unknown
- Schoen spoke to the protocol for "reportable quantities" (RQ) and the mandates for reporting on a local, state, and federal level. Fines for not reporting spills over the RQ can be extremely severe.

C. PUBLIC/PRIVATE PARTNERSHIP

- No report.

D. EM REPORT

- Steinbrinck announced his resignation effective August 1<sup>st</sup> to return to a role in local broadcasting. The newly-hired EM Director is expected to start on August 1<sup>st</sup>, he is a regional director for TN EM in Murfreesboro, TN. He has a good background in EM grants, LEPC, and required exercises. He should be an excellent fit for the county and the LEPC, as well.

• PUBLIC COMMENT

- No public comment.

• SUCH OTHER MATTERS AS AUTHORIZED BY LAW

None

- ADJOURN

**A MOTION WAS MADE BY LEON ENGLER TO ADJOURN AT 14:26. MIKE SCHOEN SECONDED. Vote taken, MOTION CARRIED UNANIMOUSLY.**

Respectfully submitted,

Justin  
Steinbrinck  
BCEM

**PROCEEDINGS OF THE BROWN COUNTY  
VETERANS' RECOGNITION SUBCOMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the **Brown County Veterans' Recognition Subcommittee** was held on Tuesday, June 21, 2016 at 4:30 p.m. in Room 201 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

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**PRESENT:** Chair Erickson, Duane Pierce, Ed Koslowski, Jim Haskins, Joe Witkowski, Jerry Polus

**EXCUSED:** Delores Pierce, Tracy Rosinski, Carl Soderberg

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**\*\*Running Total of Veterans' Certificates: 1730**

**1. Call Meeting to Order.**

The meeting was called to order by Chair Bernie Erickson at 4:30 pm.

**2. Invocation.**

**3. Approve/Modify Agenda.**

**Motion made by Jim Haskins, seconded by Duane Pierce to modify the agenda to take Item 6 following Item 3. Vote taken. MOTION CARRIED UNANIMOUSLY**

**4. Approve/Modify Minutes of May 17, 2016.**

It was noted in Item 9 of the May 17, 2016 minutes that the motion was made by Duane Pierce, seconded by Jim Haskins (not Pierce).

**Motion made by Jim Haskins, seconded by Joe Witkowski to approve as corrected. Vote taken. MOTION CARRIED UNANIMOUSLY**

**5. Communication from Supervisor Schadewald re: This letter is my request for consideration of either temporary and/or permanent artwork to be displayed outside of the Veterans' Memorial Arena. My hope is that local artists can submit appropriate artwork for consideration to display.**

Polus said he read this with interest and noted that the veterans' memorial is managed by a group through the Village of Ashwaubenon. Erickson did not think this should have been referred to this subcommittee. This communication will also go to the Education and Recreation Committee which is the oversight committee for the Arena and Erickson will also call Supervisor Schadewald directly to discuss this further with him.

**Motion made by Duane Pierce, seconded by Ed Koslowski to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**6. Update re: Honor Rewards Program.**

Cathy Williquette was in attendance and noted that the recent press conference regarding the Honor Rewards program at the Pancake Place went very well. She stated the TV stations did a good job of covering the event, but she was disappointed that there was no press coverage. She noted that several veterans signed up for the program and that when ID cards are requested, they can be requested either with or without a photo. To date, 68 veterans have signed up although 3 were denied because they were not Brown County residents. So far 47 cards have been mailed out and the rest will be going out shortly after information is verified.

Williquette continued that the other exciting part of the Honor Rewards program is that there are 73 businesses signed up to date. She had the vendor change the website a little bit to make the business names a little more prominent than they were before to make it easier to read. Williquette noted she has dropped off advertising materials at the participating businesses and has received very good feedback from them. Erickson suggested that



the business associations who worked to get the word out about the program be contacted again in the fall with an update on the program and to put the word out again for any additional businesses that may wish to sign up. Polus will make a note to contact the business associations in a few months.

Williquette also said one of her employees suggested setting up a table at the Pearly Gates ride on July 9. Duane Pierce gave her contact information so she could ask permission. Pierce noted that last year the Pearly Gates ride have over 500 bikes and a number of hot rods participate so this may be a good way to make contact with some veterans if Pearly Gates will allow it. Erickson also suggested that Williquette contact the area armories to see if they can put information on the program on their websites. Williquette said that she has been hearing from other Register of Deeds who may be interested in starting the program in their counties after hearing of the success that Brown County is having.

Koslowski suggested that the Honor Rewards program also be promoted at the Fair and Polus said that he will have his laptop there to help anyone interested in signing up.

7. **Possible Discussion re: 2016 Veterans' Appreciation Day at the Brown County Fair.**

a) **25<sup>th</sup> Anniversary of Desert Storm.**

Erickson recalled that at the last meeting the group agreed on the dog tags to be handed out to the Desert Storm veterans. A discussion was held with regard to what the dog tags should say and "Honoring Desert Storm and Desert Shield 25<sup>th</sup> Anniversary" was agreed upon. Erickson will order 250 dog tags and they should be in here plenty of time for the event.

b) **Fair Agenda.**

Haskins asked if a speaker has been lined up. He would like to see the speaker be a veteran of Desert Storm/Desert Shield. This was discussed and several suggestions were made. Koslowski said that Amber from the veterans' home in King is a very good and powerful speaker and Polus agreed. He noted he has already extended an invitation to her to have a table in the tent. Polus knows her well and will ask her if she would be interested in speaking.

The rest of the agenda was reviewed and discussed. The distribution of the certificates and dog tags will be done similar to how the certificates and carnations were distributed last year. A question was asked as to who will be handling the table where people can sign up for their veterans certificates and Erickson said that he will work on finding someone to help with that.

Erickson felt it would be a nice gesture to give Laura Nehlson some sort of gift for coming to sing the National Anthem. Haskins said that she is very humble and does not expect anything, but Erickson felt a small gift would be appropriate.

c) **Approval of Fair poster.**

Polus provided an updated poster with the changes that were discussed previously. The subcommittee agreed that the poster was good and Polus will have them printed at the document center. The posters will be ready for distribution a month prior to the Fair. Every veterans' organization will receive a poster in the mail and the rest will be distributed for posting in various areas including the area reserve centers. Tickets will also be prepared and ready for distribution a month prior to the Fair. Erickson reminded Polus to be sure that the ticket says that it permits admission for the veteran and a guest.

Polus said he will get the letter out to the groups that will be invited to have a table in the tent before the end of the month. Koslowski said the Meet and Greet group has had one meeting and he would like an updated list of organizations and contact information from Polus.

8. **Report from CVSO Jerry Polus.**

Polus reported that June 25 is Veterans Appreciation Night at the Green Bay Blizzard game. Polus's office will have a table at the game along with several other organizations to provide information for veterans. The game starts at 7:05 pm.

9. **Comments from Carl Soderberg.**

Soderberg was excused; no report.

10. **Report from Committee Members Present (Erickson, Dahlke, Desisles, Haskins, Koslowski, Pierce, Rosinski & Witkowski).**

-Erickson commented on the event taking place at the 9<sup>th</sup> Street Wellness Center that was discussed at the last meeting. John Hoes asked if anyone from the Subcommittee would be helping out and Erickson advised him that anyone interested would contact him directly. Hoes also wanted to know if the County had any tents available for the event and Erickson advised him to contact the National Guard or the reserve centers.

-Haskins informed that he recently watched the Coca Cola 600 and each car in the race had the name of a fallen veteran on their windshield. Haskins also reported on a soldier from Chicago who went missing on March 28, 1968 in Vietnam. The soldier's remains have been identified by DNA and he will be buried on June 22 at Arlington National Cemetery. Haskins said there are still 1,618 POW/MIAs unaccounted for.

-Koslowski said he would still like Bill Trembl to come to a meeting to speak and Erickson said that was fine. He also talked about the Veterans Day activities and how things will be handled this year without Rosemary Desisles. He said that discussions were held in the past about scaling back the activities since the Honor Rewards program provides year round deals. Witkowski felt that companies could still be solicited for door prizes. Erickson said that the first thing that would need to be done is to get a chairperson. He will check with some of the Board members to see if there is any interest.

-Pierce informed that the Pearly Gates Ride will be held on July 9. The military ceremony will be held at 11:00 am prior to the ride. This year POW/MIAs will be honored and there will also be a number of WW II vets as special guests. There will also be an eight story high hot air balloon with the POW logo on it. The ride will leave at noon and return around 4:30 pm.

-Witkowski said he read in the newspaper that from 5:00 – 8:00 pm on the first Wednesday of every month Brown County residents can visit the Museum free with verification of residency.

Witkowski continued that he attended the Honor Rewards press conference on May 25 and said it seemed so nonchalant that he never wants to attend another press conference. He said that Williquette said the event was really fantastic but he did not think it was fantastic at all. He called the newspaper a few days later to ask where the article in the paper was and he was told that there was no article. Erickson said that the paper was notified but chose not to do anything. Witkowski did not feel it was appropriate for County Executive Troy Streckenbach to make the announcement about the new program when he does not know anything about it. He continued that Streckenbach never even mentioned the Brown County Veterans Recognition Subcommittee. Polus noted that this Committee did not spearhead the Honor Rewards program at all. He said that this was coordinated by himself and Cathy Williquette in conjunction with the County Executive, but nobody on the Subcommittee was asked to go out and solicit participation. Witkowski feels that the advantages of the Honor Rewards program are more for the businesses than the veterans.

11. **Such Other Matters as Authorized by Law.**

Erickson said he went to the National Guard to ask if they would have any military vehicles available for display at the Fair. He will ask for a duce and a Humvee but noted that the armory still has to receive permission to do this.

12. **Adjourn.**

**Motion made by Jim Haskins, seconded by Duane Pierce to adjourn at 5:33 pm. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio  
Recording Secretary